

## ExecuTrain Course Outline

### Outlook 2003: Level 1

ET84680

1 Day

#### Course Description

This course is the first in a series of three Microsoft® Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

#### Prerequisites

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1 & 2
- Windows XP: Introduction
- Windows 2000: Introduction

#### Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- ✓ identify the components of the Outlook environment and compose and respond to a simple message.
- ✓ compose messages.
- ✓ use folders to manage mail.
- ✓ schedule appointments.
- ✓ schedule meetings.
- ✓ manage contacts and contact information.
- ✓ create and edit tasks.
- ✓ create and edit notes.

#### Outline

##### Getting Started with Outlook

Log On to Outlook  
The Outlook Environment  
Compose and Send a Simple Message  
Open a Message  
Reply to a Message  
Print a Message  
Delete a Message

##### Composing Messages

Address a Message  
Format a Message  
Check Spelling and Grammar  
Attach a File  
Forward a Message

##### Managing Mail

Open and Save an Attachment  
Flag a Message  
Create a Folder  
Move Messages to a Folder  
Copy Messages to Folders  
Delete a Folder

##### Scheduling Appointments

The Outlook Calendar  
Schedule an Appointment  
Assign a Category to an Appointment  
Update Calendar Entries

### **Scheduling Meetings**

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

### **Managing Contacts**

- Add a Contact
- Sort Contacts
- Find a Contact
- Generate a Map
- Edit a Contact
- Delete a Contact
- Print Contacts

### **Managing Tasks**

- Create a Task
- Edit a Task
- Update a Task

### **Using Notes**

- Create a Note
- Edit a Note
- Copy a No