

ExecuTrain Course Outline

Microsoft® Office Outlook® 2007: Level 1

ET84623

1 day

Description:

This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft® Office Specialist certification for Outlook.

Prerequisites:

The course requires 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

Windows XP Professional: Level 2

Windows XP: Introduction

Windows 2000: Introduction

Objective:

You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. Upon successful completion of this course, students will be able to:

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- compose messages.
- use folders to organize messages.
- manage contacts and contact information.
- schedule appointments.
- schedule meetings.
- create and edit tasks.

- create and edit notes.

Outline

Lesson 1: Getting Started with Outlook

Topic 1A: Log On to Outlook

Topic 1B: Explore the Outlook Interface

Topic 1C: Send a Simple Message

Topic 1D: Open a Message

Topic 1E: Reply to a Message

Topic 1F: Print a Message

Topic 1G: Delete a Message

Lesson 2: Composing Messages

Topic 2A: Address a Message

Topic 2B: Format a Message

Topic 2C: Check Spelling and Grammar

Topic 2D: Attach a File

Topic 2E: Forward a Message

Lesson 3: Organizing Messages

Topic 3A: Open and Save an Attachment

Topic 3B: Flag a Message

Topic 3C: Create a Folder

Topic 3D: Move Messages to a Folder

Topic 3E: Copy Messages to Folders

Topic 3F: Move a Folder

Topic 3G: Delete a Folder

Lesson 4: Managing Contacts

Topic 4A: Add a Contact

Topic 4B: Sort Contacts

Topic 4C: Find a Contact

Topic 4D: Find the Geographical Location of a Contact

Topic 4E: Edit a Contact

Topic 4F: Send a Contact via Email

Topic 4G: Delete a Contact

Topic 4H: Print Contacts

Lesson 5: Scheduling Appointments

Topic 5A: Explore the Outlook Calendar

Topic 5B: Schedule an Appointment

Topic 5C: Assign a Category to an Appointment

Topic 5D: Update Calendar Entries

Lesson 6: Scheduling Meetings

Topic 6A: Schedule a Meeting

Topic 6B: Reply to a Meeting Request

Topic 6C: Propose a New Meeting Time

Topic 6D: Track Meeting Responses

Topic 6E: Update a Meeting Request

Topic 6F: Cancel a Meeting Request

Topic 6G: Print the Calendar

Lesson 7: Managing Simple Tasks

Topic 7A: Create a Task

Topic 7B: Edit a Task

Topic 7C: Update a Task

Lesson 8: Using Notes

Topic 8A: Create a Note

Topic 8B: Edit a Note

Topic 8C: Display a Note on the Desktop

Appendix A: Microsoft Office Specialist Program