

Outlook 2007: Basic

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.

Target Student:

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.

Certification

Microsoft Outlook 2007:Basic is one of a series of ExecuTrain courseware titles that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Objectives

Upon successful completion of this course, students will be able to:

- ✓ identify the components of the Outlook environment.
- ✓ 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

Unit 1: Getting started

Topic A: The program window
Topic B: Outlook Today
Topic C: Getting help

Unit 2: E-mail

Topic A: E-mail accounts
Topic B: Reading e-mail messages
Topic C: Creating and sending e-mail messages
Topic D: Working with messages
Topic E: Attachments

Unit 3: E-mail management

Topic A: Message options
Topic B: E-mail security
Topic C: Junk e-mail
Topic D: Search folders
Topic E: Printing messages

Unit 4: Contact management

Topic A: Managing contacts
Topic B: Distribution lists
Topic C: Electronic business cards

Unit 5: Tasks

Topic A: Working with tasks

Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments

Topic C: Calendar views

Topic D: Events

Unit 7: Meeting requests and responses

Topic A: Meeting requests

Topic B: Meeting request responses

Topic C: Managing meeting responses