

Training Specification

Course: Microsoft Outlook 2003 Level 1; Introduction

Duration: One-Day

COURSE OBJECTIVES:

- Use outlook to organise your day
- Use outlook Mail as your email editor
- Track and group your messages to organise your mail
- Use the calendar to schedule and view events
- Prioritise and delegate tasks to manage your time
- Manage contact records for quick access to addresses

WHO SHOULD ATTEND: Delegates who wish to use Microsoft Outlook, a powerful personal information management program, to efficiently communicate, schedule appointments and tasks, record information, and organise your files.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above.

COURSE CONTENT

1: Outlook Essentials

- Getting Started
- Exploring the Outlook Window
- Navigating in Outlook
- Getting Help
- Choosing an Office Assistant
- Obtaining Context-Sensitive Help
- Printing Documents
- Setting Up the Page
- Selecting Additional Printing Options
- Previewing and Printing a Document
- Ending an Outlook Session
- Minimizing and Restoring Outlook
- Exiting from Outlook and Logging Off

2: Communicating with Mail

- Using the Inbox
- Checking for New Messages
- Previewing and Opening Messages
- Selecting and Printing a Message
- Closing a Message
- Sorting Messages
- Filtering Messages
- Composing a New Message
- Addressing and Typing a Message
- Editing Text
- Formatting Text
- Using AutoComplete
- Including an AutoSignature with a Message
- Correcting Spelling as You Type
- Sending a Message
- Forwarding and Replying to Messages
- Replying to a Message
- Managing Messages Using Folders
- Moving a Message to a Folder
- Deleting and Restoring a Message

3: Organising Contacts

Creating a Contact List
Adding Contacts Manually
Selecting and Editing an Address Card
Transmitting and Adding Contacts with E-mail
Managing Contacts
Changing the Current View

4: Scheduling with Calendar

Navigating in Calendar
Viewing a Day, a Week, or a Month
Using the Date Navigator
Viewing a Range of Dates, Several Weeks, and Discontiguous Days
Showing Two Time Zones
Making and Moving Appointments
Selecting an Appointment and Modifying the Date in Day View
Modifying the Date in Week View
Changing the Time of an Appointment
Managing Appointments
Editing Recurring Appointments
Creating Tentative Appointments
Inserting All Day Events
Deleting Appointments
Restoring Deleted Appointments

5: Tasks

Working with Tasks
Creating a Task
Selecting and Editing a Task
Making a Task Recurring
Deleting and Restoring a Task
Managing Tasks
Setting the Priority for a Task
Tracking a Task's Status and Marking a Task Completed
Using Task Timeline View

6: Keeping a Journal and Using Notes

Tracking Activities
Recording Activities Automatically
Setting Shortcut Opening Options and Using a Journal Entry as a Shortcut
Working with Notes
Writing a Note
Opening and Editing a Note
Organising Notes
Changing Icon Size

Related Courses:

Microsoft Outlook 2003 Level 2

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