

Training Specification

Course: Microsoft Outlook 2007 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:

Use Microsoft Outlook, a powerful personal information management program, to efficiently communicate, schedule appointments and tasks, record information, and organise your files. In our Intermediate level class, training participants will learn to track and group messages, prioritise and delegate tasks, manage contact records, and create and use templates. They will also learn to use different print styles and archive Outlook items.

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
- 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 from Outlook and Logging Off

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

2: Communicating with Mail

- Using the Inbox
- Checking for New Messages
- Previewing and Opening Messages
- The Ribbon
- 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

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 2007 Level 2, Information Management

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