

OUTLOOK LEVEL 1

Outlook Basics

Synopsis:

This module introduces the skills necessary for working with Outlook basics. Students will learn how to explore Outlook, get Help, send and receive messages, and use Outlook messaging features. Students will also learn how to work with components and Office, and organize features.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Outlook
- Get Help
- Send and receive messages
- Use Outlook messaging features
- Work with components and Office
- Organize messages

This module includes:

Explore Outlook

- Working with Outlook
- Starting Outlook
- Using the Outlook Interface
- Changing Menu Options
- Displaying and Hiding Toolbars
- Using the Navigation Pane
- Customizing the Navigation Pane
- Using the Folder List
- Using the Office Button
- Using the Quick Access Toolbar
- Using the Ribbon
- Using the To-Do-Bar
- Using the Outlook Today Page
- Exiting Outlook

Getting Help

- Using Microsoft Outlook Help
- Using Type a Question for Help
- Working with Office Online Help

Sending and Receiving Messages

- Using the Mail Pane
- Sending a Message
- Performing a Manual Send/Receive
- Reading Messages in the Reading Pane
- Reading Messages in the Message Window
- Using a Desktop Alert to Open a Message
- Changing the Reading Pane Layout
- Using AutoPreview
- Addressing Messages with the Address Book
- Using the Unread Mail Search Folder
- Changing the Read Status of a Message
- Viewing Sent Messages
- Replying to a Message
- Forwarding a Message
- Using the InfoBar



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OUTLOOK LEVEL 1

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Using Outlook Messaging Features

- Working with Message Formats
- Changing the Default Message Format
- Formatting a Message
- Saving a Draft Version of a Message
- Setting Message Options
- Setting Message Tracking Options
- Viewing the Message Tracking Status
- Recalling a Message
- Hiding and Displaying Header Fields
- Printing from the Message List
- Printing from the Message Window

Working with Components and Office

- Attaching a File to a Message
- Saving a File Attachment
- Previewing an Attachment
- Reading an Attachment in Word
- Using Picture Attachment Options
- Using the Office Clipboard
- Inserting a Hyperlink into a Message
- Creating a Signature
- Selecting Default Signatures
- Inserting a Signature
- Creating a Quick Part Entry
- Working with AutoArchive

Organizing Messages

- Arranging and Grouping Messages
- Sorting Messages
- Changing Folder Views
- Flagging a Message
- Flagging a Message with a Reminder
- Creating a New Search Folder
- Creating a Custom Search Folder
- Creating a New Folder
- Moving a Message to a Different Folder
- Deleting a Folder
- Deleting a Message
- Emptying the Deleted Items Folder
- Recovering Deleted Items

Outlook Basics

Synopsis:

This module introduces additional skills necessary for working with Outlook basics. The student will learn how to schedule with the Calendar, manage meeting and contacts, and work with tasks. Students will also learn how to work with Notes, use the Journal, and organize Outlook items.

Prerequisites:

A basic understanding of Outlook

Objectives:

- Schedule with the Calendar
- Manage meetings
- Manage contacts
- Work with tasks
- Work with Notes
- Use the Journal
- Organize Outlook items

This module includes:

Scheduling with the Calendar

- Using the Calendar Pane
- Navigating the Calendar
- Scheduling a New Appointment
- Scheduling an Event
- Create a Task
- Allocate A Time Slot For A Task
- Editing Calendar Items
- Using Calendar Views
- Editing Calendar Colour Labels
- Setting a Calendar Item as Recurring
- Moving Calendar Items
- Viewing Side by Side Calendars
- Viewing Calendar Overlays
- Sending your Calendar in an E-mail
- Viewing a Calendar Snapshot
- Printing Calendar Information
- Deleting Calendar Items

Managing Meetings

- Scheduling a Meeting
- Scheduling a Resource for a Meeting
- Accepting/Declining Meeting Requests
- Proposing a New Meeting Time
- Responding to a New Time Proposal
- Tracking Meeting Responses
- Updating a Meeting
- Cancelling a Meeting
- Creating Group Calendars

Managing Contacts

- Using the Contacts Pane
- Adding a Contact
- Editing a Contact
- Creating an Electronic Business Card
- Sending an Electronic Business Card
- Saving an Electronic Business Card as a Contact
- Sending an E-mail to a Contact
- Viewing Contacts
- Adding a Contact's Picture
- Using the Index

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Outlook Basics

Flagging a Contact for Follow up
Changing a Reminder
Tracking All Activities for a Contact
Creating a Distribution List
Using a Distribution List
Printing Contacts Information
Deleting a Contact

Working with Tasks

Opening the Tasks Folder
Adding a Task
Creating a Recurring Task
Editing a Task
Marking a Task Complete
Sorting Tasks
Assigning a Task to Another Outlook User
Accepting/Declining Tasks
Indicating the Progress of a Task
Sending a Status Report
Viewing Tasks Assigned to Others
Printing Tasks Information
Deleting a Task
Viewing Tasks in the To-Do-Bar
Viewing Tasks in the Daily Task List

Working with Notes

Using the Notes Pane
Creating a Note
Opening a Note
Coloring a Note
Printing a Note
Deleting a Note
Working with Notes

Using the Journal

Opening the Journal Folder
Creating a Journal Entry
Assigning a Contact to a Journal Entry
Modifying Journal Entry Types
Deleting a Journal Entry
Using the Journal



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Outlook Basics

Organizing Outlook Items

- Assigning a Colour Category to an Outlook Item
- Modifying the Master Category List
- Set a Quick Click Category
- Assign A Quick Click Category
- Using Instant Search
- Customize Instant Search
- Using the Query Builder
- Using Advanced Find
- Using the Ways to Organize Pane
- Using AutoCreate
- Viewing the Reminder Window
- Adding a Field to a View
- Sorting Items in a Folder
- Removing Fields from a View