

### ***Prerequisites required for taking this course***

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; manage files and folders; and select text.

### ***Performance Objectives for 2007 Microsoft Outlook***

- 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.

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### ***Course Outline***

#### **Lesson 1: Getting Started with Outlook**

Topic 1A: Explore the Outlook Interface  
Topic 1B: Send a Simple Message  
Topic 1C: Reading Messages  
Topic 1D: Reply to and Forward a Message  
Topic 1E: Print a Message  
Topic 1F: 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

#### **Lesson 3: Organizing Messages**

Topic 3A: Open and Save an Attachment  
Topic 3B: Flag a Message  
Topic 3C: Organize Content with Folders

#### **Lesson 4: Managing Contacts**

Topic 4A: Add a Contact  
Topic 4B: Sort and Find Contacts  
Topic 4C: Find the Geographical Location of a Contact  
Topic 4D: Manage Contacts

#### **Lesson 5: Scheduling Appointments**

Topic 5A: Explore the Outlook Calendar  
Topic 5B: Schedule an Appointment  
Topic 5C: Assign Categories and Edit Appointments

#### **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: Manage Meetings  
Topic 6E: Print the Calendar

#### **Lesson 7: Managing Tasks and Notes**

Topic 7A: Create a Task  
Topic 7B: Edit and Update a Task  
Topic 7C: Create a Note  
Topic 7D: Edit a Note  
Topic 7E: Display a Note on the Desktop