

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.

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