

Microsoft Office Outlook 2003

Level 1

Course Objective

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office Outlook 2003. It is designed for computer users who are new to a personal management system, or who only plan to use Outlook occasionally for common tasks such as e-mail or tracking appointments.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
 - a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
 - a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
 - a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
 - Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
 - a mouse or other pointing device compatible with Windows
-

Microsoft Office Outlook 2003

Level 1

Courseware Outline

About This Courseware

Courseware Conventions
 A Quick Review of Basics
 Moving Around
 Getting Help
 Exiting Word

Using Basic E-mail Features

Objectives of Section 1
What is Microsoft Office Outlook?
New Features of Outlook 2003
Identifying Screen Components
Using the Navigation Pane
Working with E-mail
Composing Messages
Addressing a New Message
Creating and Formatting Message Text
Using Send Options
Assigning Categories
Checking for Messages
Checking Sent Messages
Reading and Viewing Messages
Opening Messages
Changing the View Options
Printing Messages
Printing a Message
Customizing the Print Options
Apply Your Skills
Summary of Section 1
Questions and Review

Advanced E-mail Features

Objectives of Section 2
Using Additional E-mail Features
Replying to a Message
Forwarding a Message
Flagging Messages
Deleting a Message
Saving Messages
Saving Messages as Text Files
Saving Messages as HTML Files
Saving an Unfinished Message
Working with Attachments
Adding a Signature to Messages
Using a Signature
Apply Your Skills
Summary of Section 2
Questions and Review

Managing E-mail

Objectives of Section 3
Sorting and Finding Messages
Sorting Messages
Finding Messages
Managing Messages
Viewing the Folder List
Navigating Through the Folder List
Creating Folders
Moving Messages Between Folders
Copying Messages Between Folders
Archiving Messages
Archiving Manually
Using AutoArchiving
Retrieving Archived Messages
Setting Up Message Options
Searching for Folders
Creating a Search Folder
Apply Your Skills
Summary of Section 3
Questions and Review

Using the Calendar

Objectives of Section 4
Looking at the Calendar
Navigating within the Calendar
Viewing Consecutive and Non-Consecutive Days
Changing the Calendar View
Switching between the Day/Week/Month Views
Changing the View Options
Changing the Time Increments
Customizing the Calendar Options
Scheduling Appointments & Events
Creating an Appointment
Editing an Appointment
Working with Reminders
Creating a Recurring Appointment
Scheduling Events
Scheduling Multi-Day Events
Planning a Meeting
Scheduling a Meeting
Updating Meeting Attendees
Copying an Item
Moving an Item
Deleting a Meeting

Printing the Calendar

Customizing the Print Options
Apply Your Skills
Summary of Section 4
Questions and Review

Working with Contacts

Objectives of Section 5
Looking at Contacts
Creating Contacts
Creating a New Contact
Creating a Contact from the Same Company
Adding a Contact's Picture
Managing Contacts
Editing a Contact
Working with Duplicate Contacts
Deleting a Contact
Organizing the Contacts
Using the Views
Customizing the Current View
Finding Contacts
Find Contacts using the Find a Contact Field
Printing Contacts
Customizing the Print Options
Working with Activities
Tracking Activities
Recording an Activity Manually
Linking an Activity to a Contact
Apply Your Skills
Summary of Section 5
Questions and Review

Using Tasks and Notes

Objectives of Section 6
Looking at Tasks
Working with Tasks
Creating One-Time Tasks
Creating Recurring Tasks
Assigning Tasks
Accepting/Declining Tasks
Organizing and Viewing Tasks
Using the Navigation Pane
Managing Tasks
Finding Tasks
Changing Tasks
Completing Tasks
Deleting Tasks
Sending Status Reports
Printing Tasks
Customizing the Print Options

Microsoft Office Outlook 2003

Level 1

SLATE TRAINING CENTRE

[Looking at Notes](#)
[Creating Notes](#)
[Editing Notes](#)
[Assigning Items to Notes](#)
[Deleting Notes](#)
[Organizing and Viewing Notes](#)
[Using the Toolbar](#)
[Using the Current View](#)
[Command](#)
[Customizing Notes](#)
[Printing Notes](#)
[Customizing the Print Options](#)
[Apply Your Skills](#)
[Summary of Section 6](#)
[Questions and Review](#)

[Appendices](#)
Projects and Case Studies
Productivity Tools
Glossary of Terms
Answers to Review Questions
Index