

Microsoft® Office Outlook 2007 – Level I

Course Description

Microsoft® Office Outlook 2007 Level I teaches students how Outlook is structured, how to use the Mail module to create, edit, format, and send messages as well as how to manage incoming messages, use the Calendar module to schedule meetings, and then use the Contacts module to create and edit a list of contacts.

Who Should Attend

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Microsoft Windows Level I course or have equivalent Microsoft Windows knowledge and experience.

Course Objectives

After completing this course, you will be able to:

- ↗ understand how Microsoft Office Outlook is set up and the different types of information you can track
- ↗ create, edit, send, open, and manage messages such as replying or forwarding
- ↗ use different types of options for tracking or managing messages such as voting buttons, flags, or level of importance
- ↗ include and manage attachments being sent or received with messages
- ↗ file and manage messages using folders
- ↗ create or modify a signature for e-mail
- ↗ create and edit appointments or events in the Calendar
- ↗ create and schedule meetings with others
- ↗ create and modify contacts using the Contacts module

Courseware Outline

Lesson 1: Introducing Outlook

Lesson Objectives
What is Microsoft Office Outlook
Using the Mail Module
Creating an E-mail Message
Reading and Viewing Messages
Lesson Summary
Review Questions

Lesson 2: Responding to Messages and Message Options

Lesson Objectives
Responding to Messages
Deleting a Message
Saving Messages
Printing Messages
Using Message Options
Message Settings
Voting and Tracking Options
Modifying Delivery Options
Assigning Categories
Flagging Messages
Lesson Summary
Review Questions

Lesson 3: Managing E-mail

Lesson Objectives
Applying Themes and Stationery

Setting a Default Message Font
Working with Signatures
Working with Attachments
Sorting and Finding Messages
Managing Messages
Archiving Messages
Lesson Summary
Review Questions

Lesson 4: Using the Calendar

Lesson Objectives
Looking at the Calendar
Navigating within the Calendar
Changing the View Options
Customizing the Calendar Options
Printing the Calendar
Lesson Summary
Review Questions

Lesson 5: Scheduling Items

Lesson Objectives
Scheduling Items
Creating an Appointment
Scheduling Events
Sending Meeting Requests
Determining Available Meeting Times
Making Changes to Meetings and Notifying Attendees
Lesson Summary
Review Questions

Lesson 6: Working with Contacts

Lesson Objectives
Working with Contacts
Exploring the Contacts Module
Creating a New Contact
Editing a Contact
Finding Contacts
Using Electronic Business Cards
Printing Contacts
Lesson Summary
Review Questions

Appendices

Appendix A: A Quick Review of Basics
Appendix B: Answers to Review Questions
Appendix C: Microsoft Office Outlook 2007 Exam Objectives
Appendix D: Glossary of Terms
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