

# Microsoft® Office Outlook 2007 – Level II

## Course Description

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Microsoft® Office Outlook 2007 – Level II teaches students how to begin integrating some of the features within Outlook. Topics include how to add or remove additional address books, setting up tasks, working with notes, and looking at how to maintain your system as well as collaborating with others.

## Who Should Attend

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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 Office Outlook 2007 – Level I and Microsoft Windows Level 1 courses, or have equivalent Microsoft Windows knowledge and experience. Students who wish to become proficient using the features of Microsoft Office Outlook 2007 will benefit from taking this course.

## Course Objectives

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After completing this course, you will be able to:

- ✦ work with one or more address books and distribution lists
- ✦ create, modify and assign tasks
- ✦ create, modify and customize notes
- ✦ work with data files in Outlook
- ✦ create search folders
- ✦ managing junk e-mail
- ✦ send Out of Office notices
- ✦ use Really Simple Syndication (RSS)
- ✦ manage the level of security in Outlook
- ✦ share your calendar or contacts in Outlook with others
- ✦ configure Outlook to be accessible from the Internet

## Courseware Outline

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### Lesson 1: Using Address Books and Distribution Lists

Lesson Objectives  
Understanding the Outlook Address Book  
Working with Distribution Lists  
Lesson Summary  
Review Questions

### Lesson 2: Using Tasks

Lesson Objectives  
Working with Tasks  
Setting Task Options  
Customizing the To-Do Bar  
Tracking the Progress of a Task  
Creating Appointments from Tasks  
Finding Tasks  
Printing Tasks  
Lesson Summary  
Review Questions

### Lesson 3: Using Notes

Lesson Objectives  
Looking at Notes  
Creating Notes  
Editing Notes  
Organizing and Viewing Notes  
Customizing Notes  
Printing Notes  
Lesson Summary  
Review Questions

### Lesson 4: Organizing Information

Lesson Objectives  
Working with Data Files  
Using Search Folders  
Customizing Message Handling Options  
Managing Junk E-mail  
Using Rules  
Lesson Summary  
Review Questions

### Lesson 5: Collaborating With Others

Lesson Objectives  
Sending Out of Office Messages  
Using Really Simple Syndication (RSS)  
Configuring E-mail Message Security  
Restricting Permissions to a Message  
Sharing Calendars  
Sharing Your Contacts  
Configuring Outlook to be Web Accessible  
Lesson Summary  
Review Questions

### Appendices

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