

# Microsoft® Office Outlook 2007 – Specialist



Approved Courseware

## Course Description

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Microsoft® Office Outlook 2007 Specialist teaches students how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this courseware include Mail, Calendar, Contacts, Tasks, and Notes. Also included are some advanced features commonly used for collaboration purposes such as sharing calendars, using RSS Feeds, adding address lists, or sending out of office notices.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam #77-604.

## 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 Windows Level 1 course or have equivalent Microsoft Windows knowledge and experience.

## Course Objectives

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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
- ↻ 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 Simply 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

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## Courseware Outline

# SLATE TRAINING CENTRE

### 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
- Understanding Meetings
- Determining Available Meeting Times
- Making Changes to Meetings and Notifying Attendees
- Lesson Summary
- Review Questions

### Lesson 6: Working with Contacts

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

### Lesson 7: Using Address

#### Books and Distribution Lists

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

### Lesson 8: Using Tasks

#### Working with Tasks

- Lesson Objectives
- Setting Task Options
- Changing the View Options
- Customizing the To-Do Bar
- Tracking Progress of a Task

### Lesson 9: Using Notes

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

### Lesson 10: Organizing Information

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

### Lesson 11: Collaborating with Others

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

### Appendices

- Appendix A: A Quick Review of the Basics
- Appendix B: Apply Your Skills Exercises
- Appendix C: Answers to Review Questions
- Appendix D: Microsoft Office Outlook 2007 Courseware Mapping
- Appendix E: Glossary of Terms
- Appendix F: Index