

Microsoft Office Outlook 2007 Introduction

Tuition: \$225 6 Hours



Prerequisite:

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. 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; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of: Windows XP

Course Description:

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Course Content

Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Reading Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop