

MS Outlook 2007 Basic



6 Hours of Instruction
\$225

Course Description: Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Course Content

Getting started

The program window
Outlook Today
Getting help

E-mail

E-mail accounts
Reading e-mail messages
Creating and sending e-mail messages
Working with messages
Attachments

E-mail management

Message options
E-mail security
Junk e-mail
Search folders
Printing messages

Contact management

Managing contacts
Distribution lists
Electronic business cards

Tasks

Working with tasks
Managing tasks

Appointments and events

Creating and sending appointments
Modifying appointments
Calendar views
Events

Meeting requests and responses

Meeting requests
Meeting request responses
Managing meeting responses