



Microsoft Outlook 2007: Introduction

Overview: This course is designed for students who need to use Outlook 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Prerequisites: Windows XP Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Getting Started with Outlook

- Log On to Outlook
- Explore the Outlook Interface
- Send a Simple Message
- Open a Message
- Reply to a Message
- Print a Message
- Delete a Message

Lesson 2: Composing Messages

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

Lesson 3: Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Create a Folder
- Move Messages to a Folder
- Copy Messages to Folders
- Move a Folder
- Delete a Folder

Lesson 4: Managing Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Find the Geographical Location of a Contact
- Edit a Contact
- Send a Contact via Email
- Delete a Contact
- Print Contacts



Lesson 5: Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign a Category to an Appointment
- Update Calendar Entries

Lesson 6: Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

Lesson 7: Managing Simple Tasks

- Create a Task
- Edit a Task
- Update a Task

Lesson 8: Using Notes

- Create a Note
- Edit a Note
- Display a Note on the Desktop