



Microsoft Office Outlook 2007: Level 1 (Second Edition)

Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

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 Objective: You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Target Student: This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

Prerequisites: 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 Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- compose messages.
- use folders to organize messages.
- manage contacts and contact information.
- schedule appointments.
- schedule meetings.
- manage tasks and notes.

Course Content

Lesson 1: Getting Started with Outlook

Topic 1A: Explore the Outlook Interface

Topic 1B: Send a Simple Message

Topic 1C: Read Messages

Topic 1D: Reply to and Forward a Message

Topic 1E: Print a Message

Topic 1F: Delete a Message

Lesson 2: Composing Messages

Topic 2A: Address a Message

Topic 2B: Format a Message

Topic 2C: Check Spelling and Grammar

Topic 2D: Attach a File

Lesson 3: Organizing Messages

Topic 3A: Open and Save an Attachment

Topic 3B: Flag a Message

Topic 3C: Organize Content with Folders

Lesson 4: Managing Contacts

Topic 4A: Add a Contact

Topic 4B: Sort and Find Contacts

Topic 4C: Find the Geographical Location of a Contact

Topic 4D: Manage Contacts

Lesson 5: Scheduling Appointments

Topic 5A: Explore the Outlook Calendar

Topic 5B: Schedule an Appointment

Topic 5C: Assign Categories and Edit Appointments

Lesson 6: Scheduling Meetings

Topic 6A: Schedule a Meeting

Topic 6B: Reply to a Meeting Request

Topic 6C: Propose a New Meeting Time

Topic 6D: Manage Meetings

Topic 6E: Print the Calendar

Lesson 7: Managing Tasks and Notes

Topic 7A: Create a Task

Topic 7B: Edit and Update a Task

Topic 7C: Create a Note

Topic 7D: Edit a Note

Topic 7E: Display a Note on the Desktop