



Microsoft® Office Outlook™ 2010: Level 1

Course Specifications

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

Course Description

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

Target Student: This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

Prerequisites : To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders. To ensure your success, we recommend that you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1 or;
- Windows XP: Introduction

Course Objectives

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

- explore the Outlook interface, send mail, and respond to messages.
- compose email messages.
- organize email messages into folders.
- manage contacts and contact information.
- schedule appointments.
- schedule a meeting.
- manage tasks and notes.

Course Content

Lesson 1: Getting Started with Outlook

Topic 1A: Identify the Components of the Outlook Interface

Topic 1B: Read an Email Message

Topic 1C: Reply to and Forward an Email Message

Topic 1D: Print an Email Message

Topic 1E: Delete an Email Message

Lesson 2: Composing Messages

Topic 2A: Create an Email Message

Topic 2B: Format a Message

Topic 2C: Check Spelling and Grammar

Topic 2D: Attach a File

Topic 2E: Enhance an Email Message

Topic 2F: Send an Email Message

Lesson 3: Organizing Messages

- Topic 3A: Manage Email Messages
- Topic 3B: Move Email Messages into Folders
- Topic 3C: Open and Save an Attachment

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: Update Contacts

Lesson 5: Scheduling Appointments

- Topic 5A: Explore the Outlook Calendar
- Topic 5B: Schedule an Appointment
- Topic 5C: Edit Appointments

Lesson 6: Scheduling Meetings

- Topic 6A: Schedule a Meeting
- Topic 6B: Reply to a Meeting Request
- Topic 6C: Track and Update Scheduled Meetings
- Topic 6D: 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