

Outlook 2003 - Level 1

Days of Training: 1

Overview

This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.

Prerequisites

- Windows - Level 1

At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- Getting Started with Outlook.
- Composing Messages.
- Managing Mail.
- Scheduling Appointments.
- Scheduling Meetings.
- Managing Contacts.
- Managing Tasks.
- Using Notes

Lesson 1: Getting Started with Outlook

- Log On to Outlook
- The Outlook Environment
- Compose and 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: Managing Mail

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

Lesson 4: Scheduling Appointments

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

Lesson 5: 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 6: Managing Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Generate a Map
- Edit a Contact
- Delete a Contact
- Print Contacts

Lesson 7: Managing Tasks

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

Lesson 8: Using Notes

- Create a Note
- Edit a Note
- Copy a Note

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