

Outlook 2007 - Level 1

Days of Training: 1

Overview

In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Prerequisites

- Windows - Level 1

At Course Completion

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.
- Create and edit tasks.
- Create and edit notes.

OUTLOOK2007L1

Lesson 1: Getting Started with Outlook

- Explore the Outlook Interface
- Send a Simple Message
- Reading Messages
- Reply to and Forward 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

Lesson 3: Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

Lesson 4: Managing Contacts

- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

Lesson 5: Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

Lesson 6: Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Lesson 7: Managing Tasks and Notes

- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop

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