



MICROSOFT[®] OFFICE OUTLOOK 2007

DESCRIPTION

MICROSOFT OFFICE OUTLOOK TEACHES STUDENTS HOW OUTLOOK IS STRUCTURED, HOW TO USE THE VARIOUS MODULES TO COORDINATE COMMUNICATIONS AND COLLABORATIONS WITH OTHERS. MODULES COVERED INCLUDE MAIL, CALENDAR, CONTACTS, TASKS AND NOTES. THE COURSE IS DESIGNED FOR OUTLOOK USERS WHO WISH TO UTILIZE THE FEATURES OF THIS POWERFUL COMMUNICATION TOOL ON A DAILY BASIS IN A BUSINESS ENVIRONMENT.

OBJECTIVES

BY THE END OF THIS COURSE YOU WILL BE ABLE TO:

- NAVIGATE THROUGH THE PROGRAM
- CREATE AND MANAGE YOUR EMAIL
- USE THE CALENDAR
- SCHEDULE ITEMS
- WORK WITH CONTACTS AND ADDRESS BOOKS
- WORK WITH DISTRIBUTION LISTS
- USE THE TASKS MODULE
- ORGANIZE YOUR INFORMATION
- COLLABORATE WITH OTHERS

TARGET AUDIENCE

STUDENTS SHOULD HAVE BASIC KNOWLEDGE OF COMPUTERS, KEYBOARDING SKILLS AND EXPERIENCE NAVIGATING AROUND THE MICROSOFT OFFICE ENVIRONMENT. PREREQUISITE SKILLS INCLUDE THE ABILITY TO SEND AND RECEIVE BASIC EMAIL. FOR NEW USERS TO THE MICROSOFT OUTLOOK PROGRAM THE INTERNET AND E-MAIL BASICS WORKSHOP IS RECOMMENDED.

CONTENT

- ☞ USING THE NAVIGATION PANE
- ☞ USING THE TO-DO BAR
- ☞ CREATING & FORMATTING AN EMAIL
- ☞ VIEWING MESSAGES
- ☞ RESPONDING TO MESSAGES
- ☞ MESSAGE OPTIONS & SETTINGS
- ☞ SETTING VOTING & TRACKING OPTIONS
- ☞ MODIFYING DELIVERY OPTIONS
- ☞ APPLYING THEMES & STATIONERY
- ☞ SETTING DEFAULT FONT
- ☞ WORKING WITH SIGNATURES
- ☞ SENDING ATTACHMENTS
- ☞ SORTING & FINDING MESSAGES
- ☞ MANAGING MESSAGES
- ☞ ARCHIVING MESSAGES
- ☞ CUSTOMIZING CALENDAR OPTIONS
- ☞ SCHEDULING ITEMS
 - APPOINTMENTS
 - EVENTS
 - MEETING REQUESTS & TIMES
- ☞ CREATING & EDITING CONTACTS
- ☞ FINDING CONTACTS
- ☞ USING ELECTRONIC BUSINESS CARDS
- ☞ UNDERSTANDING THE ADDRESS BOOK
- ☞ CREATING DISTRIBUTION LISTS
- ☞ UPDATING MEMBER INFORMATION
- ☞ CREATING TASKS
- ☞ SETTING TASK OPTIONS
- ☞ TRACKING THE PROGRESS OF A TASK
- ☞ WORKING WITH DATA FILES
- ☞ USING SEARCH FOLDERS
- ☞ MESSAGE HANDLING
- ☞ MANAGING JUNK EMAIL
- ☞ USING RULES AND ALERTS
- ☞ SENDING OUT OF OFFICE MESSAGES
- ☞ EMAIL SECURITY
- ☞ RESTRICT PERMISSIONS
- ☞ SHARING CALENDARS