

Course ID

M-OUTLK03L1

Course Duration

1 day

Course Title

Microsoft Outlook 2003: Level 1

Related Courses

- Microsoft Outlook 2003: Level 2 (M-OUTLK03L2, 1 day)
- Microsoft Outlook 2003: Level 3 (M-OUTLK03L3, 1 day)

Aimed At

Those with a basic understanding of Microsoft Windows who wish to learn how to use Microsoft® Outlook® 2003 or those pursuing the Microsoft® Office Specialist certification for Outlook.

Group Size

5-15

Prerequisites

You should have familiarity with personal computers, basic typing skills, facility with the mouse and keyboard, and working knowledge of the Microsoft® Windows 98 (or above) operating system that may be acquired by taking the appropriate Eogogics courses, e.g.:

- Windows XP Professional: Level 1 (WINXPL1, 1 day)

Course in a Nutshell

This course is the first in a series of three courses on Outlook. It will provide you with the skills you need to send and respond to emails, schedule meetings and appointments, manage contact information and tasks, and make use of notes – all features that are part of Microsoft® Outlook® 2003.

This is one of the several Eogogics courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Combine this course with one or more of our other courses on MS Office applications at a “combo discount”.

Learn How To

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

- Identify Outlook's components.
- Compose and respond to messages.

- Use folders to manage mail.
- Schedule appointments.
- Schedule meetings.
- Manage contacts and contact information.
- Create and edit tasks.
- Create and edit notes.

Course Outline

Lesson 1: Getting Started with Outlook

- Topic 1A: Log On to Outlook
- Topic 1B: The Outlook Environment
- Topic 1C: Compose and Send a Simple Message
- Topic 1D: Open a Message
- Topic 1E: Reply to a Message
- Topic 1F: Print a Message
- Topic 1G: 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
- Topic 2E: Forward a Message

Lesson 3: Managing Mail

- Topic 3A: Open and Save an Attachment
- Topic 3B: Flag a Message
- Topic 3C: Create a Folder
- Topic 3D: Move Messages to a Folder
- Topic 3E: Copy Messages to Folders
- Topic 3F: Delete a Folder

Lesson 4: Scheduling Appointments

- Topic 4A: The Outlook Calendar
- Topic 4B: Schedule an Appointment
- Topic 4C: Assign a Category to an Appointment
- Topic 4D: Update Calendar Entries

Lesson 5: Scheduling Meetings

- Topic 5A: Schedule a Meeting
- Topic 5B: Reply to a Meeting Request
- Topic 5C: Propose a New Meeting Time

- Topic 5D: Track Meeting Responses
- Topic 5E: Update a Meeting Request
- Topic 5F: Cancel a Meeting Request
- Topic 5G: Print the Calendar

Lesson 6: Managing Contacts

- Topic 6A: Add a Contact
- Topic 6B: Sort Contacts
- Topic 6C: Find a Contact
- Topic 6D: Generate a Map
- Topic 6E: Edit a Contact
- Topic 6F: Delete a Contact
- Topic 6G: Print Contacts

Lesson 7: Managing Tasks

- Topic 7A: Create a Task
- Topic 7B: Edit a Task
- Topic 7C: Update a Task

Lesson 8: Using Notes

- Topic 8A: Create a Note
- Topic 8B: Edit a Note
- Topic 8C: Copy a Note

About the Microsoft Office Specialist Program

Lab Requirements

Hardware Requirements: The course requires one computer for the classroom to run Windows Server 2003 Standard Edition and Exchange Server 2003 that meets the following system requirements:

- Pentium III 133 MHz (550 MHz recommended)
- 256 MB RAM (512 MB recommended)
- 10 GB disk space plus 700 MB for Exchange Server 2003
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor
- Keyboard and Microsoft mouse or other input device

The course also requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.

- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A floppy disk drive.
- A CD-ROM drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform and Software Requirements

- Platform: Windows
- Microsoft Windows Server 2003, Enterprise Edition.
- Microsoft Exchange Server 2003.
- Either Windows XP Professional with Service Pack 1a or later or Windows 2000 Professional with Service Pack 4 or later.
- Microsoft® Office Professional Edition 2003.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

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