

Course ID

M-OUTLK07L1

Course Duration

1 day

Course Title

Microsoft® Office Outlook® 2007: Level 1

Related Courses

- Microsoft Outlook 2007: Level 2 (M-OUTLK07L2, 1 day)
- Microsoft Outlook 2007: Level 3 (M-OUTLK07L3, 1 day)

Aimed At

This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

Group Size

5-15

Prerequisites

- Microsoft Outlook 2007: Level 2 (M-OUTLK07L2, 1 day)
- Microsoft Outlook 2007: Level 3 (M-OUTLK07L3, 1 day)
- Windows XP Professional: Level 1 (M-WINXPL1, 1 day)

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The above courses, or the equivalent, are recommended.

Course in a Nutshell

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Microsoft Office Outlook 2007: Level 1 is one of a series of Eogogics courseware titles which addresses optional Microsoft® Certified Applications Specialist (MCAS) certification. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn MCAS certification.

Customize It! Customize this course to your group's background and job requirements at little-to-no additional cost. We can tailor the topics, emphasis placed on each topic, pace of coverage, and the exercises to suit your needs. We can also combine various levels of courses for a particular MS Office application to create a course that's just right for your audience.

Learn How To You will learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Course
Outline**

Lesson 1: Getting Started with Outlook

- Topic 1A: Explore the Outlook Interface
- Topic 1B: Send a Simple Message
- Topic 1C: Reading Messages
- Topic 1D: Reply to and Forward a Message
- Topic 1E: Print a Message
- Topic 1F: 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

Lesson 3: Organizing Messages

- Topic 3A: Open and Save an Attachment
- Topic 3B: Flag a Message
- Topic 3C: Organize Content with Folders

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: Manage Contacts

Lesson 5: Scheduling Appointments

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

Lesson 6: Scheduling Meetings

- Topic 6A: Schedule a Meeting
- Topic 6B: Reply to a Meeting Request
- Topic 6C: Propose a New Meeting Time
- Topic 6D: Manage Meetings
- Topic 6E: 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
- Topic 7E: Display a Note on the Desktop

How You Will Learn

- Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.
- You will receive a professionally developed Participant Handbook, which will help you remember and retain what you learned in class and apply it on your job.