

Outlook 2007: Basic

1 day

Description

This ILT Series course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Outlook 2007 exam (77-604). For comprehensive certification training, students should complete Outlook 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

Course Outline

Unit 1: Getting started

Topic A: The program window
Topic B: Outlook Today
Topic C: Getting help

Unit 2: E-mail

Topic A: E-mail accounts
Topic B: Reading e-mail messages
Topic C: Creating and sending e-mail messages
Topic D: Working with messages
Topic E: Attachments

Unit 3: E-mail management

Topic A: Message options
Topic B: E-mail security
Topic C: Junk e-mail
Topic D: Search folders
Topic E: Printing messages

Unit 4: Contact management

Topic A: Managing contacts
Topic B: Distribution lists
Topic C: Electronic business cards

Unit 5: Tasks

Topic A: Working with tasks
Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments
Topic B: Modifying appointments
Topic C: Calendar views
Topic D: Events

Unit 7: Meeting requests and responses

Topic A: Meeting requests
Topic B: Meeting request responses
Topic C: Managing meeting responses