



Microsoft® Office Outlook® 2007: Level 1

1 day – Instructor led

Certification: Microsoft Certified Applications Specialist: Microsoft® Office Outlook 2007

Course Description

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.

Course Objective: You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

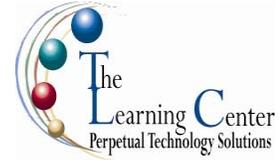
Target Student: This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare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

Prerequisites: 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 following courses are recommended, or you should have equivalent knowledge of Windows XP.

Performance-Based Objectives

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.



Course Content

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



Microsoft® Office Outlook® 2007: Level 2

1 day – Instructor led

Certification: Microsoft Certified Applications Specialist: Microsoft® Office Outlook 2007

Course Description

If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft® Office Outlook® 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items.

Course Objective: You will customize your environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Target Student: This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Prerequisites: Before taking this course, students are required to take the following courses or possess equivalent knowledge of Windows XP Professional and Outlook 2007 Level 1.

Performance-Based Objectives

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

- Customize the Calendar by setting various Calendar options.
- Customize message options.
- Track work activities using the Journal.
- Assign and track tasks.
- Share folder information.
- Customize the Outlook environment.
- Locate Outlook items.
- Work with public folders.

Course Content

Lesson 1: Setting Calendar Options

- Topic 1A: Set Work Days and Times
- Topic 1B: Display an Additional Time Zone
- Topic 1C: Set Availability Options

Lesson 2: Customizing Message Options

- Topic 2A: Modify Message Settings
- Topic 2B: Modify Delivery Options
- Topic 2C: Change the Message Format
- Topic 2D: Notify Others That You will be Out of the Office
- Topic 2E: Create a Distribution List
- Topic 2F: Insert a Hyperlink

Lesson 3: Tracking Work Activities Using the Journal

- Topic 3A: Automatically Record a Journal Entry
- Topic 3B: Manually Record a Journal Entry
- Topic 3C: Modify a Journal Entry

Lesson 4: Managing Tasks

- Topic 4A: Assign a Task
- Topic 4B: Reply to a Task Request
- Topic 4C: Send a Task Update
- Topic 4D: Track Assigned Tasks

Lesson 5: Sharing Folder Information

- Topic 5A: Specify Folder Permissions
- Topic 5B: Delegate Access to Folders
- Topic 5C: Access Another User's Folder
- Topic 5D: Send Calendar Information in an Email Message

Lesson 6: Customizing the Outlook Environment

- Topic 6A: Customize the Toolbar
- Topic 6B: Create a New Toolbar
- Topic 6C: Customize the Menu Bar
- Topic 6D: Customize the Quick Access Toolbar
- Topic 6E: Customize the To-Do Bar
- Topic 6F: Create a Folder Home Page

Lesson 7: Locating Outlook Items

- Topic 7A: Sort Messages Using Multiple Criteria
- Topic 7B: Find Messages
- Topic 7C: Find Outlook Items Using Multiple Criteria
- Topic 7D: Filter Messages
- Topic 7E: Organize Messages
- Topic 7F: Manage Junk Email

Lesson 8: Working with Public Folders

- Topic 8A: Create a Public Folder
- Topic 8B: Add Users to a Public Folder
- Topic 8C: Post Information in a Public Folder
- Topic 8D: Send an Email Message to a Public Folder



Microsoft® Office Outlook® 2007: Level 3

1 day – Instructor led

Certification: Microsoft Certified Applications Specialist: Microsoft® Office Outlook 2007

Course Description

This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

Course Objective: You will work with the advanced features of Outlook.

Target Student: This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.

Prerequisites: This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge thereof) are required: Windows XP Professional, Outlook 2007 Levels 1 and 2, Word 2007 Level 1.

Performance-Based Objectives

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

- Personalize your email.
- Organize Outlook items.
- Manage Outlook data files.
- Work with contacts.
- Save and archive email messages.
- Create a custom form.
- Work offline and remotely.



Course Content

Lesson 1: Personalizing Your Email

- Topic 1A: Apply Stationery and Themes
- Topic 1B: Create a Custom Theme
- Topic 1C: Create Signatures
- Topic 1D: Modify Signatures
- Topic 1E: Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

- Topic 2A: Group Items
- Topic 2B: Create Search Folders
- Topic 2C: Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

- Topic 3A: Create a Data File
- Topic 3B: Add Outlook Data Files to a Mail Profile
- Topic 3C: Change Data File Settings

Lesson 4: Working with Contacts

- Topic 4A: Forward Contacts
- Topic 4B: Edit an Electronic Business Card
- Topic 4C: Export Contacts
- Topic 4D: Perform a Mail Merge
- Topic 4E: Link Items to Business Contact Manager

Lesson 5: Saving and Archiving Email

- Topic 5A: Save Messages in Alternate Formats
- Topic 5B: Archive Messages
- Topic 5C: Protect Personal Folders

Lesson 6: Creating a Custom Form

- Topic 6A: Add Form Fields
- Topic 6B: Save a Form as a Template
- Topic 6C: Test a Form

Lesson 7: Working Offline and Remotely

- Topic 7A: Make Folders Available Offline
- Topic 7B: Configure RPC Over HTTP
- Topic 7C: Download Selected Messages
- Topic 7D: Publish Calendar Information to Office Online

Appendix A: Newsgroups

Appendix B: Really Simple Syndication (RSS) Feeds