



Microsoft® Office Outlook® 2007: Level 1

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

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.
- Manage tasks and notes.

Course Content

Lesson 1: Getting Started with Outlook

Topic 1A: Explore the Outlook Interface

Topic 1B: Send a Simple Message

Topic 1C: Read 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