

Outlook 2007 - Level 1

Course Outline

This course introduces the skills necessary for working with Outlook basics. Students will learn how to explore Outlook, get Help, send and receive messages, and use Outlook messaging features. Students will also learn how to work with components and Office, and organize features.

Additional skills necessary for working with Outlook basics are also covered. Students will learn how to schedule with the Calendar, manage meeting and contacts, and work with tasks. Students will also learn how to work with Notes, use the Journal, and organize Outlook items.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Outlook
- Get Help
- Send and receive messages
- Use Outlook messaging features
- Work with components and Office
- Organize messages
- Schedule with the Calendar
- Manage meetings
- Manage contacts
- Work with tasks
- Work with Notes
- Use the Journal
- Organize Outlook items