



Microsoft Outlook 2003 Level 1

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows 2000: Basic or Windows XP: Basic</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Explore the Outlook environment; use Outlook's features; use and customize Outlook Today; and use the different help options.</p> <p>Configure different e-mail accounts; use the Inbox to read, create, and send messages; reply to, format, and check spelling of messages; read and save attachments; and forward, delete, and move messages.</p> <p>Set delivery options for messages; set up and use Search Folders; flag messages; set up the read receipt option for messages; customize page setup; print a message; set up and use an address book; and use the mail merge feature to merge messages.</p> <p>Use the Contacts folder to manage e-mail addresses and create distribution lists; categorize contacts; use the Master Category List to create categories; and assign categories to contacts.</p> <p>Use the Tasks folder to add, edit, mark, and categorize tasks; assign tasks; accept or decline a task request; send an update; and track an assigned task.</p>	<p>Create and organize your appointments by using the Calendar; explore Calendar views; categorize appointments; modify, edit, and delete appointments; and add multi-day and annual events to the Calendar.</p> <p>Use the Calendar to schedule a meeting, and use the meeting workspace; read and respond to meeting requests; review and cancel a meeting; and use Microsoft NetMeeting.</p> <p>Create personal folders; add, move, delete, rename, and restore subfolders; move messages between folders; manage the Inbox by using the Organize page; filter junk e-mail; create, modify, and use signatures; collect and tabulate responses by using voting buttons; create a home page for a website</p> <p>Outline:</p> <p>Getting started</p> <p>The program window</p> <p>Outlook Today</p> <p>Getting help</p> <p>E-mail</p> <p>E-mail accounts</p> <p>E-mail messages</p> <p>Handling messages</p> <p>E-mail management</p> <p>Managing e-mail</p> <p>Printing messages</p> <p>Address books</p>	<p>Contact management</p> <p>Managing contacts</p> <p>Categories</p> <p>Tasks</p> <p>Working with tasks</p> <p>Managing tasks</p> <p>Appointments and events</p> <p>Creating and sending appointments</p> <p>Categorizing appointments</p> <p>Modifying appointments</p> <p>Working with events</p> <p>Meeting requests and responses</p> <p>Working with meeting requests</p> <p>Responding to meeting requests</p> <p>Handling meeting responses</p> <p>Microsoft NetMeeting</p> <p>Customizing Outlook</p> <p>Personal folders</p> <p>Organizing folders</p> <p>Signatures</p> <p>Voting buttons</p> <p>Interacting with the Internet</p> <p>Appendix A: Instant Messaging</p> <p>Sending and receiving instant messages</p> <p>Appendix B: Microsoft Office Specialist exam objectives map</p> <p>Comprehensive exam objectives</p>
--	--	--