

Training Course Specification

Course: Microsoft Outlook 2003 Level 1; Introduction

Duration: One-Day

- COURSE OBJECTIVES:**
- Use outlook to organise your day
 - Use outlook Mail as your email editor
 - Track and group your messages to organise your mail
 - Use the calendar to schedule and view events
 - Prioritise and delegate tasks to manage your time
 - Manage contact records for quick access to addresses

WHO SHOULD ATTEND: Use Microsoft Outlook, a powerful personal information management program, to efficiently communicate, schedule appointments and tasks, record information, and organise your files. In our Intermediate level class, training participants will learn to track and group messages, prioritise and delegate tasks, manage contact records, and create and use templates. They will also learn to use different print styles and archive Outlook items.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above.

COURSE CONTENT

1: OUTLOOK ESSENTIALS

FOREWORD
GETTING STARTED
EXPLORING THE OUTLOOK WINDOW
NAVIGATING IN OUTLOOK
GETTING HELP
CHOOSING AN OFFICE ASSISTANT
OBTAINING CONTEXT-SENSITIVE HELP
PRINTING DOCUMENTS
SETTING UP THE PAGE
SELECTING ADDITIONAL PRINTING OPTIONS
PREVIEWING AND PRINTING A DOCUMENT
ENDING AN OUTLOOK SESSION
MINIMIZING AND RESTORING OUTLOOK
EXITING FROM OUTLOOK AND LOGGING OFF
ASSIGNMENT

2: COMMUNICATING WITH MAIL

USING THE INBOX
CHECKING FOR NEW MESSAGES
PREVIEWING AND OPENING MESSAGES
SELECTING AND PRINTING A MESSAGE
CLOSING A MESSAGE
SORTING MESSAGES
FILTERING MESSAGES
COMPOSING A NEW MESSAGE
ADDRESSING AND TYPING A MESSAGE
EDITING TEXT
FORMATTING TEXT
USING AUTOCOMPLETE
INCLUDING AN AUTOSIGNATURE WITH A MESSAGE
CORRECTING SPELLING AS YOU TYPE
SENDING A MESSAGE
FORWARDING AND REPLYING TO MESSAGES
REPLYING TO A MESSAGE
MANAGING MESSAGES USING FOLDERS
MOVING A MESSAGE TO A FOLDER
DELETING AND RESTORING A MESSAGE
ASSIGNMENT

3: ORGANISING CONTACTS

CREATING A CONTACT LIST
ADDING CONTACTS MANUALLY
SELECTING AND EDITING AN ADDRESS CARD
TRANSMITTING AND ADDING CONTACTS WITH
E-MAIL
MANAGING CONTACTS
CHANGING THE CURRENT VIEW
ASSIGNMENT

4: SCHEDULING WITH CALENDAR

NAVIGATING IN CALENDAR
VIEWING A DAY, A WEEK, OR A MONTH
USING THE DATE NAVIGATOR
VIEWING A RANGE OF DATES, SEVERAL WEEKS,
AND DISCONTIGUOUS DAYS
SHOWING TWO TIME ZONES
MAKING AND MOVING APPOINTMENTS
SELECTING AN APPOINTMENT AND MODIFYING
THE DATE IN DAY VIEW
MODIFYING THE DATE IN WEEK VIEW
CHANGING THE TIME OF AN APPOINTMENT
MANAGING APPOINTMENTS
EDITING RECURRING APPOINTMENTS
CREATING TENTATIVE APPOINTMENTS
INSERTING ALL DAY EVENTS
DELETING APPOINTMENTS
RESTORING DELETED APPOINTMENTS
ASSIGNMENT

5: TASKS

WORKING WITH TASKS
CREATING A TASK
SELECTING AND EDITING A TASK
MAKING A TASK RECURRING
DELETING AND RESTORING A TASK
MANAGING TASKS
SETTING THE PRIORITY FOR A TASK
TRACKING A TASK'S STATUS AND MARKING A
TASK COMPLETED
USING TASK TIMELINE VIEW
ASSIGNMENT

6: KEEPING A JOURNAL AND USING NOTES

TRACKING ACTIVITIES
RECORDING ACTIVITIES AUTOMATICALLY
SETTING SHORTCUT OPENING OPTIONS AND
USING A JOURNAL ENTRY AS A SHORTCUT
WORKING WITH NOTES
WRITING A NOTE
OPENING AND EDITING A NOTE
ORGANISING NOTES
CHANGING ICON SIZE
ASSIGNMENT

APPENDIX A: ADDITIONAL FEATURES IN OUTLOOK 2003

WORD AS E-MAIL EDITOR
THE OFFICE TASK PANES
AUTOSUGGEST
OUTLOOK COLOUR LABELS
SEND/RECEIVE GROUPS
EDITING AND ADDING MAIL ACCOUNTS
VIEWS IN OUTLOOK 2003
MISCELLANEOUS NEW FEATURES IN OUTLOOK 2003
FEATURES MISSING IN OUTLOOK XP 2002

APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2003

SMART TAGS
AUTOCORRECT OPTIONS
OFFICE CLIPBOARD
OTHER NEW FEATURES IN OFFICE 2003

APPENDIX C: CLASSROOM SETUP

PREPARING OUTLOOK ON YOUR SERVER
PREPARING FILES AND SENDING MESSAGES
PREPARING OUTLOOK ON EACH WORKSTATION
CHANGING OUTLOOK DEFAULT SETTINGS
AFTER TRAINING OR BEFORE YOUR NEXT OUTLOOK COURSE

Related Courses:

Microsoft Outlook 2003 Level 2, Information Management