

# ***Training Course Specification***

## **Course: Microsoft Outlook XP 2002 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 98/NT/2000/ME

#### **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

---

## **Related Courses:**

***Microsoft Outlook XP 2002 Level 2, Information Management***