Microsoft® Office Outlook® 2007: Level 1

Training Course Content

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

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts. Contact us to discuss if this level is right for you.

Lesson 1: Getting Started with Outlook

Topic 1A: Explore the Outlook Interface
Topic 1B: Send a Simple Message
Topic 1C: Reading 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

Microsoft® Office Outlook® 2007: Level 2

Training Course Content

Course Objective: Students will customize their environment, Calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Prerequisites: Before taking this course, it is recommended that students take the Outlook Level 1 or possess equivalent knowledge.

Lesson 1: Setting Calendar Options

Topic 1A: Set Work Days and Times
Topic 1B: Display an Additional Time Zone
Topic 1C: Set Availability Options

Lesson 2: Customizing Message Options

Topic 2A: Modify Message Settings
Topic 2B: Modify Delivery Options
Topic 2C: Change the Message Format
Topic 2D: Notify Others That You will be Out of the Office
Topic 2E: Create a Distribution List
Topic 2F: Insert a Hyperlink

Lesson 3: Tracking Work Activities Using the Journal

Topic 3A: Automatically Record a Journal Entry
Topic 3B: Manually Record a Journal Entry
Topic 3C: Modify a Journal Entry

Lesson 4: Managing Tasks

Topic 4A: Assign a Task
Topic 4B: Reply to a Task Request
Topic 4C: Send a Task Update
Topic 4D: Track Assigned Tasks

Lesson 5: Sharing Folder Information

Topic 5A: Specify Folder Permissions
Topic 5B: Delegate Access to Folders
Topic 5C: Access another User's Folder
Topic 5D: Send Calendar Information in an Email Message

Lesson 6: Customizing the Outlook Environment

Topic 6A: Customize the Toolbar
Topic 6B: Create a New Toolbar
Topic 6C: Customize the Menu Bar
Topic 6D: Customize the Quick Access Toolbar
Topic 6E: Customize the To-Do Bar
Topic 6F: Create a Folder Home Page

Lesson 7: Locating Outlook Items

Topic 7A: Sort Messages Using Multiple Criteria
Topic 7B: Find Messages
Topic 7C: Find Outlook Items Using Multiple Criteria
Topic 7D: Filter Messages
Topic 7E: Organize Messages
Topic 7F: Manage Junk Email

Lesson 8: Working with Public Folders

Topic 8A: Create a Public Folder
Topic 8B: Add Users to a Public Folder
Topic 8C: Post Information in a Public Folder
Topic 8D: Send an Email Message to a Public Folder

Microsoft® Office Outlook® 2010: Level 3

Training Course Content

Course Objective: You will work with the advanced features of Outlook.

Prerequisites: This course assumes that you are proficient with Windows to manage information on your computer and that you have an intermediate knowledge of Outlook.

Lesson 1: Personalizing Your Email

Topic 1A: Apply Stationery and Themes
Topic 1B: Create a Custom Theme
Topic 1C: Create Signatures
Topic 1D: Modify Signatures
Topic 1E: Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

Topic 2A: Group Items
Topic 2B: Create Search Folders
Topic 2C: Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

Topic 3A: Create a Data File
Topic 3B: Add Outlook Data Files to a Mail Profile
Topic 3C: Change Data File Settings

Lesson 4: Working with Contacts

Topic 4A: Forward Contacts
Topic 4B: Edit an Electronic Business Card
Topic 4C: Export Contacts
Topic 4D: Perform a Mail Merge Change Data File Settings

Lesson 5: Saving and Archiving Email

Topic 5A: Save Messages in Alternate Formats
Topic 5B: Archive Messages
Topic 5C: Protect Personal Folders Change Data File Settings

Lesson 6: Creating a Custom Form

Topic 6A: Add Form Fields
Topic 6B: Save a Form as a Template
Topic 6C: Test a Form

Lesson 7: Working Offline and Remotely

Topic 7A: Make Folders Available Offline
Topic 7B: Configure RPC over HTTP
Topic 7C: Download Selected Messages
Topic 7D: Publish Calendar Information to Office Online