

Course OUT0701: Microsoft Outlook 2007 – Basic Level

One Day, Instructor Led

Pre-requisites

- Yahoo/Google/Hotmail

Course Details

Unit 1: Getting started

- The program window
- Outlook Today

Unit 2: E-mail

- E-mail accounts
- Reading e-mail messages
- Creating and sending e-mail messages
- Working with messages

Unit 3: E-mail management

- Message options
- E-mail security
- Junk e-mail

Unit 4: Contact management

- Managing contacts
- Distribution lists
- Electronic business cards

Unit 5: Tasks

- Working with tasks
- Managing tasks

Unit 6: Appointments and events

- Creating and sending appointments
- Modifying appointments
- Calendar views
- Events

Unit 7: Meeting requests and responses

- Meeting requests
- Meeting request responses
- Managing meeting responses

Unit 8: Managing large workbooks

- Viewing large worksheets
- Printing large worksheets
- Using multiple worksheets

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note