

Course OUT1001: Microsoft Outlook 2010 – Basic Level

One Day, Instructor-Led

Pre-requisites

- Windows 7 – Basic or Equivalent Experience

Course Outline

Unit 1: Getting started

- The program window
- Outlook Today
- Getting help

Unit 2: E-mail

- Reading messages
- Creating and sending messages
- Working with messages
- Handling attachments

Unit 3: E-mail management

- Setting message options
- Managing junk e-mail
- Using Search folders
- Printing messages and attachments

Unit 4: Contacts

- Working with contacts

- Using contact groups
- Using the People Pane

Unit 5: Tasks

- Working with tasks
- Managing tasks

Unit 6: Appointments and events

- Creating and sending appointments
- Modifying appointments
- Working with events
- Using Calendar views

Unit 7: Meeting requests and responses

- Scheduling meetings
- Managing meetings

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 Notes