

Microsoft Outlook 2007 - Level 1 Training

- **Course Number:** Outlook2k71
- **Length:** 1 Day(s)

Certification Exam

No Microsoft Certified Professional exams are associated with this course.

Course Overview

Outlook 2007 provides an integrated solution for managing your time and information, connecting across boundaries and remaining safe and in control. Outlook 2007 delivers innovations you can use to instantly search your communications, organize your work, and better share your information with others — all from one place. And Outlook 2007 makes it easier for you to prioritize and control your time, so you can focus on the things that matter most.

Prerequisites

Basic computer proficiency is required.

Audience

This course is for anyone who wishes to learn Microsoft Outlook 2007.

Course Outline

- Part A
- Course Introduction
- Lesson 1 - Getting Started with Outlook
- Getting Started with Outlook
- Microsoft Office Outlook 2007
- The Microsoft Office Outlook 2007 Window
- Item
- Folder
- The To-Do Bar
- Demo - Exploring the Interface
- Email Address
- The New Message Window
- Demo - Sending a Message
- Demo - Resend and Reply
- The Microsoft Office Button
- The Quick Access Toolbar
- The Ribbon
- The AutoPreview Feature
- The Infobar
- Print Dialog Box
- The Auto Empty Feature
- Demo - Print and Delete
- Lesson 1 Review
- Lesson 2 - Composing Messages

- Composing Messages
- Address Book
- Global Address List
- The Mini Toolbar
- Dialog Box Launcher
- Gallery
- AutoCorrect
- Demo - New Message Formatting and Spellcheck
- Attachment
- Demo - Attachments
- Forward
- Demo - Forwarding
- Lesson 2 Review
- Lesson 3 - Organizing Messages
- Organizing Messages
- Attachment Preview
- Message Flagging
- Demo - Attachment Flags
- Demo - Attachments - Pictures
- Demo - Word Attachment Preview
- Demo - Folders
- Lesson 3 Review
- Lesson 4 - Managing Contacts
- Managing Contacts
- Contact
- Demo - Adding a Contact
- The Contact Form
- Electronic Business Card
- The Outlook Address Book
- Contact Views
- Demo - Contact Views and Sending Contacts
- Color Category
- Sort Order
- The Map Button
- Demo - Adding a Contact from a Message Header
- Lesson 4 Review
- Part B
- Lesson 5 - Scheduling Appointments
- Scheduling Appointments
- Outlook Calendar
- The Appointment Form
- Private Appointment
- Demo - Add, Modify, and Categorize Appointments
- Demo - Reoccurring Appointments
- Lesson 5 Review
- Lesson 6 - Scheduling Meetings
- Scheduling Meetings
- The Meeting Scheduling Process
- Meeting Form
- Meeting Resources
- Group Schedule
- Responses

- Demo - Inviting Attendees
- Lesson 6 Review
- Lesson 7 - Managing Simple Tasks
- Managing Simple Tasks
- Task
- The Task Form
- Demo - New Tasks
- Demo - Updating Tasks
- Lesson 7 Review
- Lesson 8 - Using Notes
- Using Notes
- Notes
- Demo - Notes
- Lesson 8 Review
- Course Closure