

Course Outline: Microsoft Outlook 2007 Basic-Microsoft Outlook 2007 Intermediate-Microsoft Outlook 2007 Advanced

Learning Method: Instructor-led Classroom Learning

Duration: 16 hrs

Overview:

Microsoft Outlook 2007 Basic covers the basic functions and features of Outlook 2007. This course will help students prepare for the Outlook 2007 exam (70-604).

Microsoft Outlook 2007 Intermediate builds on the skills and concepts taught in Outlook 2007: Basic. This course will help students prepare for the Outlook 2007 exam (70-604)

Microsoft Outlook 2007 Advance builds on the skills and concepts taught in Outlook 2007: Intermediate. This course will help students prepare for the Outlook 2007 exam (70-604).

At course Completion:

Students will learn how to:

- create e-mail accounts and send e-mail messages using several techniques
- manage e-mail messages, contacts, tasks, and meeting requests
- customize Outlook for maximum efficiency
- how to customize Outlook and work with address books
- search and filter mail folders, and apply and customize categories
- work with personal, public, and offline folders
- will organize folders and set rules
- advanced techniques for managing stored e-mail messages
- create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms

Outline:

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Outlook 2007: Basic

Unit 1: Getting started

Topic A: The program window

Topic B: Outlook Today

Topic C: Getting help

Unit 2: E-mail

Topic A: E-mail accounts

Topic B: Reading e-mail messages

Topic C: Creating and sending e-mail messages

Topic D: Working with messages

Topic E: Attachments

Unit 3: E-mail management

Topic A: Message options

Topic B: E-mail security

Topic C: Junk e-mail

Topic D: Search folders

Topic E: Printing messages

Unit 4: Contact management

Topic A: Managing contacts

Topic B: Distribution lists

Topic C: Electronic business cards

Unit 5: Tasks

Topic A: Working with tasks

Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments Outlook 2007: Basic Topic-Level Outline

Topic C: Calendar Views

Topic D: Events

Unit 7: Meeting requests and responses

Topic A: Meeting Requests

Topic B: Meeting request responses

Topic C: Managing request responses

Outline:

Outlook 2007: Intermediate

Unit 1: Customizing Outlook

Topic A: The Outlook environment

Topic B: Groups and shortcuts

Topic C: Address books

Unit 2: Customizing messages

Topic A: Customizing message appearance

Topic B: Signatures

Topic C: Voting buttons

Topic D: Out-of-office messages

Unit 3: Organizing items

Topic A: Instant and advanced search

Topic B: Filters

Topic C: Categories

Unit 4: Folders

Topic A: Personal folders

Topic B: Public folders

Topic C: Offline folders

Unit 5: Organizing Mail

Topic A: Organizing the Inbox folders

Topic B: Organizing folders

Topic C: Setting rules

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Outline:

Outlook 2007: Advance

Unit 1: Mailbox

Topic A: Managing data files

Topic B: Managing your mailbox

Unit 2: Notes and Journal folders

Topic A: The Notes folder

Topic B: The Journal folder

Unit 3: Calendar and Contacts

Topic A: The Calendar

Topic B: Group schedules

Topic C: The Contacts folder

Unit 4: Collaboration features

Topic A: Sharing your folders

Topic B: Sharing Calendars

Topic C: SharePoint integration

Topic D: RSS feeds

Unit 5: Templates and forms

Topic A: Working with templates

Topic B: Working with forms

Appendix A: Business Contact Manager

Topic A: Using Business Contact Manager

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