

Microsoft Outlook 2007 Fundamentals

Overview

The skills and knowledge acquired in Microsoft Outlook 2007 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Outlook 2007 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Outlook 2007 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Objectives

At the completion of Microsoft Outlook 2007 Level 1 you should be able to:

- start Outlook 2007 and navigate around the various features
- create and send e-mail messages
- receive e-mails into your Inbox
- work with the calendar feature in Outlook 2007
- schedule appointments and events in your calendar
- add, edit and delete contacts and contact details
- create a to do list using the Tasks feature of Outlook

Course Duration is 1 Day

Course Code: O6M1

Topics

Outlook 2007 Basics

- Understanding Outlook 2007
- Starting Outlook 2007
- Common Outlook 2007 Screen Elements
- Going To Outlook 2007 Features
- Navigating To Outlook 2007 Features
- The Mail Screen
- The Calendar Screen
- The Contacts Screen
- The Tasks Screen
- The Notes Screen
- Displaying And Hiding Toolbars
- Exiting Outlook 2007

Sending Email

- Understanding E-Mail
- E-mail In Outlook 2007
- How Outlook 2007 Mail Works
- Composing An E-Mail Message
- Creating A New Message
- Checking The Spelling
- Adding An Attachment To A Message
- Adding Importance
- Requesting Message Receipts
- Sending The Message
- Creating An AutoSignature
- Using An AutoSignature
- Removing An AutoSignature
- Sending A Courtesy Copy
- Sending A Blind Copy

Receiving Email

- Understanding The InBox
- Accessing The Inbox
- Retrieving E-Mail
- Opening An Outlook Data File
- Adjusting The Message View
- Viewing Messages In Groups
- Reading Messages
- Opening Several Messages
- Switching Between Open Messages
- Closing A Mail Message
- Marking Messages As Unread
- Marking Messages As Read
- Viewing Unread Messages
- Deleting Messages
- Recovering Deleted Messages
- Understanding Message Attachments
- Saving A Message Attachment
- Opening A Message Attachment
- Replying To A Message
- Replying To All Messages
- Replying Without The Original Message
- Forwarding Messages
- Removing Inbox Headings
- Adding Inbox Headings
- Emptying Deleted Items

Working With The Calendar

- Accessing The Calendar
- Changing Calendar Views
- Moving To Specific Dates
- Creating A Second Time Zone
- Deleting A Second Time Zone
- Sharing Your Calendar
- Viewing Shared Calendars
- Closing And Deleting Shared Calendars
- Creating A New Calendar
- Deleting A Calendar
- Creating A Public Calendar

Appointments And Events

- Using A Specific Calendar
- Scheduling An Appointment
- Scheduling An Appointment From The Menu
- Rescheduling An Appointment To Another Day
- Rescheduling An Appointment To Another Time
- Creating Recurring Appointments
- Scheduling An Event
- Deleting Appointments And Events
- Organising Your Appointments
- Printing Your Calendar
- Specifying The Work Week
- Labelling Appointments

Contacts

- Understanding The Contact Card
- Accessing Contacts
- Creating A New Contact Card
- Entering Contact Details
- Adding Contacts To Existing Companies
- Editing Contact Details
- Inserting A Contact Picture
- Deleting An Unwanted Contact
- Recovering A Deleted Contact
- Printing The Contact List

Tasks

- Accessing Outlook Tasks
- Creating Simple Tasks
- Typing Tasks Directly
- Changing Task Views
- Categorising Tasks
- Sorting Tasks
- Completing Tasks
- Deleting Tasks
- Printing A Task List