



Outlook 2003: Level 1

Performance-Based Objectives

- Identify The Components Of The Outlook Environment And Compose And Respond To A Simple Message.
- Compose Messages.
- Use Folders To Manage Mail.
- Schedule Appointments.
- Schedule Meetings.
- Manage Contacts And Contact Information.
- Create And Edit Tasks.
- Create And Edit Notes.

Course Content

Lesson 1: Getting Started with Outlook

- Log On to Outlook
- The Outlook Environment
- Compose and Send a Simple Message
- Open a Message
- Reply to a Message
- Print a Message
- Delete a Message

Lesson 2: Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Forward a Message

Lesson 3: Managing Mail

- Open and Save an Attachment
- Flag a Message
- Create a Folder
- Move Messages to a Folder
- Copy Messages to Folders
- Delete a Folder

Lesson 4: Scheduling Appointments

- The Outlook Calendar
- Schedule an Appointment
- Assign a Category to an Appointment
- Update Calendar Entries

Lesson 5: Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

Lesson 6: Managing Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Generate a Map
- Edit a Contact
- Delete a Contact
- Print Contacts

Lesson 7: Managing Tasks

- Create a Task
- Edit a Task
- Update a Task

Lesson 8: Using Notes

- Create a Note
- Edit a Note
- Copy a Note

Appendix A: Microsoft Office Specialist Program

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