

# Microsoft® Office Outlook® 2003: Level 1

## Course Content

### Lesson 1: Getting Started with Outlook

- Topic 1A: Log On to Outlook
- Topic 1B: The Outlook Environment
- Topic 1C: Compose and Send a Simple Message
- Topic 1D: Open a Message
- Topic 1E: Reply to a Message
- Topic 1F: Print a Message
- Topic 1G: Delete a Message

### Lesson 2: Composing Messages

- Topic 2A: Address a Message
- Topic 2B: Format a Message
- Topic 2C: Check Spelling and Grammar
- Topic 2D: Attach a File
- Topic 2E: Forward a Message

### Lesson 3: Managing Mail

- Topic 3A: Open and Save an Attachment
- Topic 3B: Flag a Message
- Topic 3C: Create a Folder
- Topic 3D: Move Messages to a Folder
- Topic 3E: Copy Messages to Folders
- Topic 3F: Delete a Folder

### Lesson 4: Scheduling Appointments

- Topic 4A: The Outlook Calendar
- Topic 4B: Schedule an Appointment
- Topic 4C: Assign a Category to an Appointment
- Topic 4D: Update Calendar Entries

### Lesson 5: Scheduling Meetings

- Topic 5A: Schedule a Meeting
- Topic 5B: Reply to a Meeting Request
- Topic 5C: Propose a New Meeting Time

Topic 5D: Track Meeting Responses  
Topic 5E: Update a Meeting Request  
Topic 5F: Cancel a Meeting Request  
Topic 5G: Print the Calendar

### **Lesson 6: Managing Contacts**

Topic 6A: Add a Contact  
Topic 6B: Sort Contacts  
Topic 6C: Find a Contact  
Topic 6D: Generate a Map  
Topic 6E: Edit a Contact  
Topic 6F: Delete a Contact  
Topic 6G: Print Contacts

### **Lesson 7: Managing Tasks**

Topic 7A: Create a Task  
Topic 7B: Edit a Task  
Topic 7C: Update a Task

### **Lesson 8: Using Notes**

Topic 8A: Create a Note  
Topic 8B: Edit a Note  
Topic 8C: Copy a Note