

Microsoft® Office Outlook® 2007: Level 1

Course Content

Lesson 1: Getting Started with Outlook

- Topic 1A: Explore the Outlook Interface
- Topic 1B: Send a Simple Message
- Topic 1C: Read Messages
- Topic 1D: Reply to and Forward a Message
- Topic 1E: Print a Message
- Topic 1F: 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

Lesson 3: Organizing Messages

- Topic 3A: Open and Save an Attachment
- Topic 3B: Flag a Message
- Topic 3C: Organize Content with Folders

Lesson 4: Managing Contacts

- Topic 4A: Add a Contact
- Topic 4B: Sort and Find Contacts
- Topic 4C: Find the Geographical Location of a Contact
- Topic 4D: Manage Contacts

Lesson 5: Scheduling Appointments

- Topic 5A: Explore the Outlook Calendar
- Topic 5B: Schedule an Appointment
- Topic 5C: Assign Categories and Edit Appointments

Lesson 6: Scheduling Meetings

Topic 6A: Schedule a Meeting

Topic 6B: Reply to a Meeting Request

Topic 6C: Propose a New Meeting Time

Topic 6D: Manage Meetings

Topic 6E: Print the Calendar

Lesson 7: Managing Tasks and Notes

Topic 7A: Create a Task

Topic 7B: Edit and Update a Task

Topic 7C: Create a Note

Topic 7D: Edit a Note

Topic 7E: Display a Note on the Desktop