

# Outlook® 2007: Introduction

Course length: 1 day

**Course Description:** This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Course Objective:** You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Target Student:** This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

**Prerequisites:** None

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- ◆ Compose messages.
- ◆ Use folders to organize messages.
- ◆ Manage contacts and contact information.
- ◆ Schedule appointments.
- ◆ Schedule meetings.
- ◆ Create and edit tasks.

## Course Content

### **Lesson 1: Getting Started with Outlook**

Explore the Outlook Interface  
Send a Simple Message  
Reading Messages  
Reply to and Forward 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

### **Lesson 3: Organizing Messages**

Open and Save an Attachment  
Flag a Message  
Organize Content with Folders

### **Lesson 4: Managing Contacts**

Add a Contact  
Sort and Find Contacts  
Find the Geographical Location of a Contact

Manage Contacts

### **Lesson 5: Scheduling Appointments**

Explore the Outlook Calendar  
Schedule an Appointment  
Assign Categories and Edit Appointments

### **Lesson 6: Scheduling Meetings**

Schedule a Meeting  
Reply to a Meeting Request  
Propose a New Meeting Time  
Manage Meetings  
Print the Calendar

### **Lesson 7: Managing Tasks and Notes**

Create a Task  
Edit and Update a Task  
Create a Note  
Edit a Note  
Display a Note on the Desktop

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*