

# Outlook 2007

## What does this course offer you?

You will learn the basics and gain more in-depth knowledge of working with Outlook 2007, as well as creating, sending, and managing mail messages. With the Address Book, you will manage your contacts. You will set up your electronic Calendar, plan Appointments, and set Recurring Appointments. In an additional part of this course, you will learn more about Task management and the Organization of Meetings. You will also learn the management of Messages, as well as the categorization, sorting and finding of items.

## What are the course requirements?

Being acquainted with using the mouse and keyboard

**Number of lessons:** 71

**Learning Hours:** 6.5

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### The primary subject matter of the course:

#### Chapter 1: What is Outlook?

- What is Outlook?

#### Chapter 2: The Desktop

- Starting and Ending Outlook
- The Outlook Application Window
- Using the Menus
- The Navigation Pane and the To-Do Bar
- The Reading Pane
- Working with Toolbars

#### Chapter 3: Quick Start for Working with Outlook

- Exchanging Messages by E-mail
- Creating and Sending Simple E-mail Messages
- The Standard View in the E-mail Module
- Reading and Answering Messages
- Entering Contacts
- Creating a To-Do List
- Entering and Managing Appointments in the Calendar
- Creating Notes

#### Chapter 4: Using the Outlook Help Function

- Getting Quick Help with the Program
- Working with Outlook Help

#### Chapter 5: Creating and Sending Messages

- Entering recipients
- Creating and Editing Messages
- Inserting Pictures and Hyperlinks
- Checking Spelling
- Sending Messages with Attachments
- Saving and Editing Draft Messages
- Sending Messages and Further Options

#### Chapter 6: Receiving Messages

- Reading and Editing Incoming Messages
- Printing Messages
- Notification of Incoming E-mails
- Replying To and Forwarding Messages
- Opening Received Hyperlinks and Attachments
- Flagging Received Messages
- Security Settings for Receiving Messages

#### Chapter 7: Managing Contact Entries

- Creating and Saving Contacts
- Editing Contacts
- Working with Contact Entries

#### Chapter 8: Working with the Address Book

- Address Books in Outlook
- Creating Distribution Lists
- Working with Distribution Lists

#### Chapter 9: Scheduling

- Entering Appointments with Details
- The Reminder Function
- Appointment Information and Calendar Snapshots
- Appointment Recurrence
- Printing Appointments and Calendar Details

#### Chapter 10: Task Management

- Entering Tasks with Details
- Viewing and Printing Tasks
- Delegating a Task to Another Person
- Editing Delegated Tasks

#### Chapter 11: Organising Meetings

- Creating and Sending Invitations
- Responding to an Invitation
- Coordinating Meetings

#### Chapter 12: Views, Folders and Element Management

- Working with Standard Views in Table Form
- Creating and Managing Folders
- Copying, Moving, Deleting and Restoring Items

#### Chapter 13: Managing Messages

- Instant Search and Search Folders
- Managing Messages with the Rules Wizard
- Managing Messages while Out of the Office
- Categorising E-mails

#### Chapter 14 Printing and Print Options

- Print Preview
- Selecting and Customising the Print Style