

Microsoft Office Outlook 2007: Basic

- Course Length: 1 Day

Course Overview

This course covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Outlook 2007 exam (77-604). For comprehensive certification training, students should complete Outlook 2007: Basic, Intermediate, and Advanced.

Course Outline

Course Introduction

3m

Course Introduction

Unit 01 - Getting Started

20m

Topic A: The Program Window

Outlook 2007 Window

Demo - A-1: Exploring the Outlook Window

The Navigation Pane

Available Panes

Outlook Folders

Demo - A-3: Accessing Folders

The Advanced Toolbar

Demo - A-4: Using the Advanced Toolbar

The Reading Pane

Window Item Locations

Demo - A-5: Using the Reading Pane

The To-Do Bar

Demo - A-6: Using the To-Do Bar

Topic B: Outlook Today

Outlook Today Page

Customizing Outlook Today

Demo - B-2: Customizing Outlook Today

Topic C: Getting Help

Type a Question for Help Box

Demo - C-1: Using the Type a Question for Help Box

Outlook Help Window

Unit 01 Review

Unit 02: E-mail

37m

Topic A: Email Accounts

Information Needed to Add an Account

Configuring an Exchange Account

Account Settings

Internet E-mail Account Protocols

Configuring an HTTP Hotmail Account

Demo - A-2: Configuring a Hotmail Account

Configuring POP3 or IMAP Accounts

Demo - A-3: Configuring a POP3 Account

Topic B: Reading E-mail Messages

Inbox

Message Icons

Demo - B-1: Exploring the Inbox

Reading Messages

The Ribbon for a New Message

Demo - B-2: Previewing and Reading a Message

Topic C: Creating and Sending E-mail Messages

A New Message Window

Demo - C-1: Creating and Sending a Message

Automation Features

Demo - C-2: Working with Automation Features

The Mini Toolbar

Demo - C-3: Formatting a Message

Checking Spelling and Grammar

Demo - C-4: Checking a Message's Spelling

Topic D: Working with Messages

Replying to Messages

Demo - D-1: Replying to a Message

Forwarding Messages

Demo - D-2: Forwarding a Message

Demo - D-3: Resending a Message

Saving Messages

Demo - D-4: Saving a Message as a File

Deleting and Restoring Messages

Demo - D-5: Deleting and Restoring a Message

Topic E: Attachments

Attaching a File

Demo - E-1: Sending and Forwarding Attachments

Demo - E-2: Compressing Large Image Attachments

Viewing and Saving Attachments

Demo - E-3: Previewing and Saving an Attachment

Unit 02 Review

Unit 03: E-mail Management

39m

Topic A: Message Options

Setting Message Delivery Options

Demo - A-1: Defining Delivery Options

Demo - A-2: Specifying a Delayed E-mail Delivery

Demo - A-3: Specifying an E-mail Reply Address

Demo - A-4: Flagging an E-mail Message

Read Receipts

Demo - A-5: Using Delivery and Read Receipts

Topic B: E-mail Security

Sending a Restricted Message

Digitally Sign Message Button

Demo - B-2: Digitally Signing a Message

Demo - B-3: Sending an Encrypted Message

Topic C: Junk E-mail

Demo - C-1: Adding Senders to the Blocked Senders List

Demo - C-2: Marking a Message as not Junk

Demo - C-3: Adding Senders to the Safe Senders List

Junk E-mail Options

Demo - C-4: Changing Junk E-mail Options

Topic D: Search Folders

Creating Search Folders

Demo - D-1: Setting up a Search Folder

Using Search Folders

Topic E: Printing Messages

The Page Setup Dialog Box

Demo - E-1: Customizing Page Setup for Printing

Printing Messages

The Print Dialog Box

Unit 03 Review

Unit 04: Contact Management

32m

Topic A: Managing Contacts

A Sample Contact Window

Demo - A-1: Exploring the Contacts Folder

Adding a Contact

Demo - A-2: Adding a New Contact

Editing a Contact

Demo - A-3: Modifying a Contact

Attaching Outlook Items to a Contact

Demo - A-4: Attaching Items to a Contact

New Contacts from Same Company

Demo - A-5: Adding a Contact from the Same Company

Demo - A-6: Sending and Saving Contacts

Contact Folder Views

Demo - A-7: Viewing your Contacts

Topic B: Distribution Lists

Creating a Distribution List

Demo - B-1: Creating and Using a Distribution List

Updating Member Information

Demo - B-2: Modifying a Distribution List

Topic C: Electronic Business Cards

Demo - C-1: Creating an Electronic Business Card

The Edit Business Card Dialog Box

Demo - C-2: Editing an Electronic Business Card

Demo - C-3: Formatting an Electronic Business Card

Sending an Electronic Business Card

Demo - C-4: Sending an Electronic Business Card
Demo - C-5: Creating a Contact From an Electronic Business Card
Unit 04 Review

Unit 05: Tasks

22m

Topic A: Working with Tasks

Tasks Folder and To-Do Bar
Demo - A-1: Exploring the Tasks Folder and To-Do Bar
Creating Tasks
Deleting a Task
Demo - A-2: Creating and Deleting Tasks
Editing Tasks
Demo - A-3: Editing a Task
Creating Recurring Tasks
Demo - A-4: Adding a Recurring Task
Marking a Task as Completed
Demo - A-5: Marking a Task as Completed
Attaching a Task to a Message
Demo - A-6: Attaching a Task to a Message
Task Views

Topic B: Managing Tasks

Assigning Tasks
Demo - B-1: Assigning a Task
Accepting a Task Request
Declining a Task Request
Demo - B-2: Accepting and Declining a Task Request
Sending a Task Status Report
Demo - B-3: Sending a Task Status Report
Tracking an Assigned Task
Demo - B-4: Tracking an Assigned Task
Unit 05 Review

Unit 06: Appointments and Events

30m

Topic A: Creating and Sending Appointments

The Calendar Interface
Demo - A-1: Exploring the Calendar
New Appointment Window
Click to Add Appointment
Demo - A-2: Setting up an Appointment
Appointment Recurrence Dialog Box
Demo - A-3: Adding a Recurring Appointment
Attaching Appointments
Demo - A-4: Inserting an Appointment into a Message

Topic B: Modifying Appointments

Editing Appointments
Demo - B-1: Editing an Appointment's Text
Editing Recurring Appointments
Demo - B-2: Modifying a Recurring Appointment
Deleting Appointments

Topic C: Calendar Views

Day View
Week View

Demo - C-1: Exploring Day and Week Views
Month View

Changing Work Day and Times

Demo - C-3: Changing the Workday Times

Creating a New Time Zone

Demo - C-4: Displaying Multiple Time Zones

Changing Your Time Zone

Demo - C-5: Changing Your Time Zone

Topic D: Events

Adding Multi-day Events

Demo - D-1: Adding a Multi-day Event

Adding Annual Events

Demo - D-2: Adding an Annual Event

Adding Holidays

Demo - D-3: Adding Holidays to the Calendar

Unit 06 Review

Unit 07: Meeting Requests and Responses

21m

Topic A: Meeting Requests

The Plan a Meeting Window

Demo - A-1: Planning a Meeting

Opening a New Meeting Window

Demo - A-2: Creating and Sending a Meeting Request

Appointment Recurrence Dialog Box

Demo - A-3: Adding a Recurring Meeting

Demo - A-4: Modifying a Recurring Meeting

Topic B: Meeting Request Responses

A Meeting Request

Demo - B-1: Reading and Accepting a Meeting Request

Proposing a New Time for a Meeting

Demo - B-2: Receiving a New Time Proposed Message

Declining Meeting Requests

Topic C: Managing Meeting Responses

Viewing Meeting Responses

Demo - C-1: Reviewing Meeting Responses

Update a Meeting

Canceling a Meeting

Demo - C-4: Canceling a Meeting

Unit 07 Review

Course Closure

Total Duration: 3h 23m