

Microsoft Office Outlook 2007: Level 1

Objectives: You will create, send and reply to emails using Microsoft Office Outlook 2007. Also learn how to use the calendar, task and contact folders

Designed for: Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Outlook 2007 to manage their workload efficiently.

Pre-requisites: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. The following course or equivalent knowledge is required: Windows: Introduction

Course Content:

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

Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Organizing Messages

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

Managing Contacts

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

Scheduling Appointments

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

Scheduling Meetings

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

Managing Tasks and Notes

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

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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