



Outlook 2007 Basic-Level 1

Outlook 2007: Basic, 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 (70-604). For comprehensive certification training, students should complete Outlook 2007: Basic, Intermediate, and Advanced.

Course Length

1 day

Prerequisites

Basic Windows class or equivalent skills

Topics

Unit 1: Getting started

Topic A: The program window

Topic B: Outlook Today

Topic C: Getting help

Unit 2: E-mail

Topic A: E-mail accounts

Topic B: Reading e-mail messages

Topic C: Creating and sending e-mail messages

Topic D: Working with messages

Topic E: Attachments



Unit 3: E-mail management

Topic A: Message options

Topic B: E-mail security

Topic C: Junk e-mail

Topic D: Search folders

Topic E: Printing messages

Unit 4: Contact management

Topic A: Managing contacts

Topic B: Distribution lists

Topic C: Electronic business cards

Unit 5: Tasks

Topic A: Working with tasks

Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments

Topic B: Modifying appointments Outlook 2007: Basic Topic-Level Outline

Topic C: Calendar views

Topic D: Events

Unit 7: Meeting requests and responses

Topic A: Meeting requests

Topic B: Meeting request responses

Topic C: Managing meeting responses