

Course Outline

Microsoft Office Outlook 2003

Designed for: Those who wish to learn this popular email, diary and calendar management program

Prerequisites: Familiar with Windows environment and the Word 2003 program

Objectives: To teach the Outlook 2003 program to Microsoft Office Specialist Level

Course Content

- Lesson One – Including: Loading Outlook 2003 and becoming familiar with the opening screen, changing the navigation pane, switching to auto preview, changing the position of the reading pane, altering the message view, deleting a message, viewing the Inbox, calendar, contacts and tasks, using notes and the folder list, closing the Outlook 2003 program
- Lesson Two – Including: Creating and replying to e-mail messages, adding signatures, applying send options to messages, attaching a file to a message, attaching an item to a message, opening an attachment, finding a message, flagging messages, search folders, using pre-defined stationery
- Lesson Three – Including: Creating a new contact, adding a picture to a contact, creating a category for a contact, deleting a contact, sharing contact details, changing the view of contacts, printing contacts information, creating a distribution list, using Find to locate a contact
- Lesson Four – Including: Creating, amending and deleting appointments, assigning a contact to an item, inviting attendees, creating recurring appointments and multi day events, customising calendar settings, printing calendars, planning meetings, inviting attendees, deleting attendees, cancelling a meeting
- Lesson Five – Including: Creating and assigning a task to a category, marking a task as completed, editing the task list, deleting a task, assigning tasks to others, accepting or declining tasks, sending status reports, viewing the task pad, placing a task onto the calendar, creating notes and assigning to a category, linking notes to a contact, editing, deleting and changing the colour of notes
- Lesson Six – Including: Create folders to manage your email messages, moving messages into folders, colouring messages, using the rules wizard, creating filters, clearing filters
- Lesson Seven – Including: Customising toolbars and menus, restoring deleted items, permanently deleting items, saving messages in other formats, archiving, creating a personal folders file (.pst), exporting Outlook data, specifying advanced email options

Benefits

- Learn how to use this popular email, calendar and management program to Microsoft Office Specialist level
- Be working towards the OCR Level 2 CLAiT Plus Certificate or Diploma
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 16 hours

What next: Access 2003, Excel 2003