

Outlook 2007

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

Prerequisites: Familiarity with Microsoft Word, ideally Word 2007

Objectives: To teach the Outlook 2007 program to an employable level and to follow the syllabus for the OCR Level 2 Electronic Communication unit examination which forms part of CLAiT Plus.

Course Content

- Lesson One – Including: Starting the Outlook 2007 program, the Outlook 2007 opening screen, using the navigation pane, collapsing and expanding items, viewing messages in the inbox, previewing message attachments, changing how messages are viewed, deleting a message, the RSS feeds folder, viewing calendar, contacts and tasks, the To Do Bar, using the folder list, closing the Outlook 2007 program
- Lesson Two – Including: Creating e-mail messages, formatting an e-mail message, using plain text format, applying a page colour, using themes, attaching a file to an e-mail message, attaching an email message to another message, creating and adding signatures, applying send options to messages, inserting a picture in a message and then compressing, saving an attachment, using instant search, flagging messages, setting flag options, printing an email
- Lesson Three – Including: Creating a new contact, adding a picture to a contact, editing a contact, edit a business card, deleting a contact, sharing contact details using a business card, changing the view of contacts, printing contact information, creating a distribution list
- Lesson Four – Including: Creating, amending and deleting appointments, using Quick Styles, inviting attendees to a meeting, marking an appointment as private, requesting a meeting, creating recurring appointments and multi day events, planning a meeting, updating a meeting, cancelling a meeting, using instant search in the calendar
- Lesson Five – Including: Using the To Do Bar to create a task, using the Tasks window to create tasks, marking a task as completed, assigning tasks to others, accepting or declining tasks, sending status reports on tasks, deleting a task, setting a task as recurring, printing completed tasks
- Lesson Six – Including: creating folders to manage your email messages, moving messages into folders, using the rules wizard to manage your email messages, restoring deleted items, Permanently deleting items, knowing how to change AutoArchive settings, creating a personal folders file (.pst), copying an item to a personal folders file, opening a personal folders file, exporting Outlook data as a personal folders file (.pst), knowing about advanced email options

Benefits

- Learn how to use this popular diary management program
- 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: 12 hours

What next: Excel 2007, PowerPoint 2007