



## MICROSOFT OUTLOOK – INTRODUCTION

*A One Day Course Covers:*

- 1. Introduction**
  - An Overview of MS Outlook
  - Starting MS Outlook, The Office Assistant
  - The Outlook Screen, The Title Bar; Menu Bar
  - The Standard Toolbar; The Advanced Toolbar
  - Column headings; Folder Banner
  - Outlook Bar, Folder List
  - Information Viewer Window
  - The Status Bar; Exiting Outlook
- 2. Working with Folders/Shortcuts**
  - Folder List Icons; Inbox Information Viewer
  - Creating Folders/Shortcuts/Groups
- 3. Mail and Messages**
  - Sending a Message; Creating Rich Text E-mail
  - Spell Checking; Send Options
  - Working with File Attachments; Inserting Messages
  - Embedding OLE Objects in a Message
  - Opening/Replying to a Message
  - Opening an Attached File; Setting Message Flags
- 4. Using Folders**
  - Creating Folders; Expanding/Collapsing Folders
  - Moving a Message to a Folder
  - Deleting Messages in Folders
- 5. Using the Address Book**
  - Addressing Messages
  - Displaying Different Address Lists
  - Finding Names in an Address List
  - Working with Your Personal Address Book (PAB)
  - Adding Using to Your PAB
  - Creating a Personal Distribution List (PDL)
- 6. Organising your Information**
  - Creating, Saving, and Applying Views
  - Grouping/Sorting Items
  - Filtering Items
  - Defining, Apply, Saving Views
- 7. The Calendar**
  - Calendar Screen; The Calendar Toolbar
  - Scheduling an Appointment
  - Setting Reminders
  - Selecting/Editing an Appointment
  - Moving, Copying & Deleting Appointments
  - Setting Recurring Appointments
- 8. Events**
  - Adding an Event; Adding Recurring Events
  - Changing Event Details; Deleting an Event
- 9. Planning Meetings**
  - Arranging a Meeting
  - Booking Meeting Resources
  - Viewing Responses to a Meeting Request
  - Rescheduling a Meeting
  - Adding/Removing Attendees
- 10. Workgroup Tasks**
  - Assigning Tasks to Others
  - Tracking Assigned Tasks; Deleting Tasks
- 11. The Task List**
  - Adding & Editing a Task
  - Categories; Creating Recurring Tasks
  - Marking a Task as Completed
  - Sorting, Moving, Deleting Tasks
  - Filtering the Task List
  - Assigning Tasks
- 12. Keeping Contacts**
  - Creating a New Contact
  - Adding a Second Contact from the Same Organisation
  - Editing/Deleting Contacts
  - Sorting and Finding a Contact
  - Creating an Appointment from a Contact
- 13. The Journal**
  - What is the Journal
  - Recording a Journal Activity
  - Opening a Journal Entry & its Recorded Item
- 14. USING OUTLOOK NOTES**
  - Writing a Note, Editing an Existing Note
  - Changing the Look of Notes
  - Displaying Notes
  - Finding and Organising Notes
  - Sharing Text between Notes and Other Applications
  - Sorting and Managing Notes
- 15. Previewing & Printing From Outlook**
  - Printing/Previewing your Schedule
  - Defining the Printout Style
  - Printing the Task List and Contact List



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