

Microsoft ®

Outlook 2007 Course Outline

Foundation Level
1 Day Course



USING OUTLOOK 2007

- Using the ribbon
- Using the navigation pane
- Using message flagging
- Using instant search
- Using help and outlook demos
- Printing out the help sheets
- Displaying and hiding toolbars

E-MAIL CONCEPTS

- Understanding the structure of an e-mail address
- Advantages of using e-mail
- Spam or unsolicited e-mail
- Understanding viruses
- Understanding phishing
- Digital signatures

SENDING MESSAGES

- Creating and sending e-mail
- Sending and receiving multiple mail addresses
- Using CC
- Using BCC
- Spell checking your messages
- Inserting files into your message
- Setting message importance and sensitivity

MANIPULATING MESSAGES

- Using the inbox folder
- Using the inbox screen
- Selecting a message
- Understanding message status icons
- Reading and forwarding messages
- Opening and saving attachments
- Replying to one sender and to many
- Printing messages and previewing

MANIPULATING TEXT AND FILES

- Using selection techniques
- Copying and pasting text from the clipboard into a message
- Cutting text from one message into another
- Copying text from an application into a message
- Deleting text
- Deleting an attachment

CONTACTS

- Creating contacts
- Adding senders to the contacts list
- Using the contact list to send e-mails
- Deleting contacts
- Creating distribution lists
- Adding e-mail addresses to a distribution list
- Editing the distribution list

ORGANISING MAIL

- Searching for messages
- Creating new folders
- Moving and deleting messages within folders
- Sorting the inbox contents
- Deleting messages
- Opening folders
- Restoring messages from the deleted items folder
- Emptying the deleted items folder
- Flagging messages
- Marking messages as unread/read

CUSTOMISING SETTINGS

- Adding and removing an inbox heading
- Resetting inbox headings