

Microsoft ®

Outlook 2007 Course Outline

Intermediate Level
1 Day Course

Microsoft
CERTIFIED
*Application
Specialist*

CONTACTS

- The contact list
- Creating new contacts
- Adding notes
- Inserting images
- Adding, finding, editing and sorting
- Creating a distribution list
- Editing the distribution list
- Adding an appointment to the calendar
- Inviting attendees
- Editing an appointment
- Setting recurring appointments
- Assigning categories

TASKS

- Task management
- Adding tasks
- Editing tasks
- Updating tasks
- Sorting tasks
- Assigning tasks to others

MANAGEMENT

- Message management
- Searching for message or individuals
- Using search folders

FOLDER MANAGEMENT

- Creating new folders
- Creating sub folders
- Moving and deleting folders

APPOINTMENTS

EVENTS

- Scheduling events
- Removing and setting permissions
- Allocating and Viewing other user's calendars

MEETINGS

- Scheduling a meeting
- Changing an existing meeting
- Replying to a meeting request
- Tracking a meeting response
- Updating and cancelling meetings

OUTLOOK AND THE WEB

- Using the web tool
- Searching the Internet whilst in Outlook
- Instant messenger
- Saving a calendar as a web page

SAVING AND ARCHIVING

- Saving messages
- Saving in an alternative format
- Setting archive options
- Archiving messages manually

