

Outlook 2010: Basic

1 day

Description

This ILT Series course covers the basic functions and features of Outlook 2010. Students will learn how to read, create, send, and forward e-mail messages. Students will then learn how to manage messages and attachments, configure message options, and use search folders. Students will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings.

This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Outlook 2010.

Prerequisites

- *Windows 7: Basic* or equivalent experience

Course Outline

Unit 1: Getting started

Topic A: The program window
Topic B: Outlook Today
Topic C: Getting help

Unit 2: E-mail

Topic A: Reading messages
Topic B: Creating and sending messages
Topic C: Working with messages
Topic D: Handling attachments

Unit 3: E-mail management

Topic A: Setting message options
Topic B: Managing junk e-mail
Topic C: Using Search folders
Topic D: Printing messages and attachments

Unit 4: Contacts

Topic A: Working with contacts
Topic B: Using contact groups
Topic C: Using the People Pane

Unit 5: Tasks

Topic A: Working with tasks
Topic B: Managing tasks

Unit 6: Appointments and events

Topic A: Creating and sending appointments
Topic B: Modifying appointments
Topic C: Working with events
Topic D: Using Calendar views

Unit 7: Meeting requests and responses

Topic A: Scheduling meetings
Topic B: Managing meetings