

## Microsoft Office Outlook 2007

**Course Code: MSOUT07; Three days; Instructor-Led**

### Course Description

*Microsoft® Office Outlook 2007* teaches students how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this courseware include Mail, Calendar, Contacts, Tasks, and Notes. Also included are some advanced features commonly used for collaboration purposes such as sharing calendars, using RSS Feeds, adding address lists, or sending out of office notices.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam #77-604.

### Course Length

The Microsoft Business Certification Series can adapt to meet various course length requirements. There are two types of exercises in this book: Learn the Skill and Practice the Skill (refer to the Conventions and Graphics section to identify the different icons used for each type).

For the shortest course lengths, students can perform just the Learn the Skill exercises. For longer course lengths, students can complete both the Learn the Skill and Practice the Skill exercises.

Instructors should refer to the Instructor Resources for this book to learn more about how the material can be adapted.

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows Level 1* course or have equivalent Microsoft Windows knowledge and experience.

Students who wish to become proficient using the features of *Microsoft Office Outlook 2007* will benefit from taking this course.

### Course Objectives

After completing this course, you will be able to:

- ✦ understand how Microsoft Office Outlook is set up and the different types of information you can track
- ✦ create, edit, send, open, and manage messages such as replying or forwarding
- ✦ use different types of options for tracking or managing messages such as voting buttons, flags, or level of importance
- ✦ include and manage attachments being sent or received with messages
- ✦ file and manage messages using folders
- ✦ create or modify a signature for e-mail
- ✦ create and edit appointments or events in the Calendar
- ✦ create and schedule meetings with others
- ✦ create and modify contacts using the Contacts module
- ✦ work with one or more address books and distribution lists
- ✦ create, modify and assign tasks
- ✦ create, modify and customize notes
- ✦ work with data files in Outlook
- ✦ create search folders
- ✦ managing junk e-mail
- ✦ send Out of Office notices

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- ↗ use Really Simple Syndication (RSS)
- ↗ manage the level of security in Outlook
- ↗ share your calendar or contacts in Outlook with others
- ↗ configure Outlook to be accessible from the Internet

## Course Outline

### About This Courseware

Courseware Description  
Course Design  
Course Objectives

Conventions and Graphics

### Lesson 1: Introducing Outlook

Lesson Objectives  
What is Microsoft Office Outlook  
Using the Mail Module  
Creating an E-mail Message  
Reading and Viewing Messages  
Lesson Summary  
Review Questions

### Lesson 2: Responding to Messages and Message Options

Lesson Objectives  
Responding to Messages  
Deleting a Message  
Saving Messages  
Printing Messages  
Using Message Options  
Message Settings  
Voting and Tracking Options  
Modifying Delivery Options  
Assigning Categories  
Flagging Messages  
Lesson Summary  
Review Questions

### Lesson 3: Managing E-mail

Lesson Objectives  
Applying Themes and Stationery  
Setting a Default Message Font  
Working with Signatures  
Working with Attachments  
Sorting and Finding Messages  
Managing Messages  
Archiving Messages  
Lesson Summary  
Review Questions

### Lesson 4: Using the Calendar

Lesson Objectives  
Looking at the Calendar  
Navigating within the Calendar  
Changing the View Options  
Customizing the Calendar Options  
Printing the Calendar  
Lesson Summary  
Review Questions

### Lesson 5: Scheduling Items

Lesson Objectives  
Scheduling Items  
Creating an Appointment  
Scheduling Events  
Sending Meeting Requests Understanding Meetings  
Determining Available Meeting Times  
Making Changes to Meetings and Notifying Attendees  
Lesson Summary  
Review Questions

### Lesson 6: Working with Contacts

Lesson Objectives  
Exploring the Contacts Module  
Creating a New Contact  
Editing a Contact  
Finding Contacts  
Using Electronic Business Cards  
Printing Contacts  
Lesson Summary  
Review Questions

### Lesson 7: Using Address Books and Distribution Lists

Lesson Objectives  
Understanding the Outlook Address Book  
Working with Distribution Lists  
Lesson Summary  
Review Questions

### Lesson 8: Using Tasks Working with Tasks

Lesson Objectives  
Setting Task Options  
Changing the View Options  
Customizing the To-Do Bar  
Tracking Progress of a Task

### Lesson 9: Using Notes

Lesson Objectives  
Looking at Notes  
Creating Notes  
Editing Notes  
Organizing and Viewing Notes  
Customizing Notes  
Printing Notes  
Lesson Summary  
Review Questions

### Lesson 10: Organizing Information

Lesson Objectives  
Using Search Folders  
Customizing Message Handling Options  
Managing Junk E-mail  
Using Rules  
Lesson Summary  
Review Questions

### Lesson 11: Collaborating with Others

Lesson Objectives  
Sending Out of Office Messages  
Using Really Simple Syndication (RSS)  
Configuring E-mail Message Security  
Sharing Calendars  
Sharing Your Contacts  
Configuring Outlook to be Web Accessible  
Lesson Summary  
Review Questions

### Appendices

Appendix A: A Quick Review of the Basics  
Appendix B: Apply Your Skills Exercises  
Appendix C: Answers to Review Questions  
Appendix D: Microsoft Office Outlook 2007 Courseware Mapping  
Appendix E: Glossary of Terms  
Appendix F: Index