



Microsoft® Office Outlook® 2003: Level 1

Course Objective: You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Prerequisites: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- identify the components of the Outlook environment and compose and respond to a simple message.
- compose messages.
- use folders to manage mail.
- schedule appointments.
- schedule meetings.
- manage contacts and contact information.
- create and edit tasks.
- create and edit notes.

Course Content

Lesson 1: Getting Started with Outlook

Topic 1A: Log On to Outlook
Topic 1B: The Outlook Environment
Topic 1C: Compose and Send a Simple Message
Topic 1D: Open a Message
Topic 1E: Reply to a Message
Topic 1F: Print a Message
Topic 1G: Delete a Message

Lesson 3: Managing Mail

Topic 3A: Open and Save an Attachment
Topic 3B: Flag a Message
Topic 3C: Create a Folder
Topic 3D: Move Messages to a Folder
Topic 3E: Copy Messages to Folders
Topic 3F: Delete a Folder

Lesson 2: Composing Messages

Topic 2A: Address a Message
Topic 2B: Format a Message
Topic 2C: Check Spelling and Grammar
Topic 2D: Attach a File
Topic 2E: Forward a Message

Lesson 4: Scheduling Appointments

Topic 4A: The Outlook Calendar
Topic 4B: Schedule an Appointment
Topic 4C: Assign a Category to an Appointment
Topic 4D: Update Calendar Entries



Lesson 5: Scheduling Meetings

- Topic 5A: Schedule a Meeting
- Topic 5B: Reply to a Meeting Request
- Topic 5C: Propose a New Meeting Time
- Topic 5D: Track Meeting Responses
- Topic 5E: Update a Meeting Request
- Topic 5F: Cancel a Meeting Request
- Topic 5G: Print the Calendar

Lesson 7: Managing Tasks

- Topic 7A: Create a Task
- Topic 7B: Edit a Task
- Topic 7C: Update a Task

Lesson 6: Managing Contacts

- Topic 6A: Add a Contact
- Topic 6B: Sort Contacts
- Topic 6C: Find a Contact
- Topic 6D: Generate a Map
- Topic 6E: Edit a Contact
- Topic 6F: Delete a Contact
- Topic 6G: Print Contacts

Lesson 8: Using Notes

- Topic 8A: Create a Note
- Topic 8B: Edit a Note
- Topic 8C: Copy a Note

