



Software Learning Centers

1645 S.E Port St. Lucie Blvd

Port St. Lucie, Florida 34952

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A Division of Moore Solutions inc

Microsoft® Office Outlook® 2007: Level 1 (Second Edition)

Course Specifications

Course number: 084896

Software: Microsoft® Office Outlook® 2007

Course length: 1.0 day(s)

Certification: Microsoft Certified Application Specialist – Outlook® 2007

Course Description

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

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

Target Student: This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

Prerequisites: The course requires 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. The following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Hardware Requirements

For this course, you will need one computer for the classroom to run Windows Server 2003 Standard Edition and Exchange Server 2007 that meets the following system requirements:

- A x64 architecture-based computer with an Intel processor that supports Intel Extended Memory 64 Technology (Intel EM64T) or an AMD processor that supports the AMD64 platform.
- A minimum of 2 GB of RAM is required. 2 GB of RAM per server plus 5 MB of RAM per mailbox is recommended.
- A 20 GB hard disk or larger.
- A DVD-ROM drive, local or network accessible.
- A 1024 x 768 resolution monitor is recommended.
- A keyboard and mouse or other pointing device
- Paging file size should be equal to the amount of RAM on the server plus 10 MB.

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 500 MHz Pentium-class processor or higher.
- 512 MB of RAM. Recommended 1024 MB of RAM.
- A 20 GB hard disk or larger.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows (This course was developed using Windows XP with SP2.).

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Software Requirements

- Microsoft Windows Server 2003 x64 or Windows Server 2003 R2 x64 Standard or Enterprise
- Microsoft .NET Framework Version 3.0
- Windows PowerShell
- Microsoft Active Directory
- Active Directory Application Mode (ADAM) SP1
- Microsoft Management Console (MMC) 3.0
- On all Mailbox servers with a 64-bit processor, you must install the hotfixes such as Update for Windows Server 2003 x64 Edition (KB904639) and Update for Windows Server 2003 x64 Edition (KB918980). In addition, Exchange 2007 requires that you do not have the Network News Transfer Protocol (NNTP) service or the Simple Mail Transfer Protocol (SMTP) service installed.
- Microsoft Exchange Server 2007

- Microsoft® Office Professional Edition 2007.
- Microsoft® Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.

Performance-Based Objectives

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

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- compose messages.
- use folders to organize messages.
- manage contacts and contact information.
- schedule appointments.
- schedule meetings.
- manage tasks and notes.

Course Content

Lesson 1: Getting Started with Outlook

- Topic 1A: Explore the Outlook Interface
- Topic 1B: Send a Simple Message
- Topic 1C: Read Messages
- Topic 1D: Reply to and Forward a Message
- Topic 1E: Print a Message
- Topic 1F: Delete a Message

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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

Lesson 3: Organizing Messages

- Topic 3A: Open and Save an Attachment
- Topic 3B: Flag a Message
- Topic 3C: Organize Content with Folders

Lesson 4: Managing Contacts

- Topic 4A: Add a Contact
- Topic 4B: Sort and Find Contacts
- Topic 4C: Find the Geographical Location of a Contact
- Topic 4D: Manage Contacts

Lesson 5: Scheduling Appointments

- Topic 5A: Explore the Outlook Calendar
- Topic 5B: Schedule an Appointment
- Topic 5C: Assign Categories and Edit Appointments

Lesson 6: Scheduling Meetings

- Topic 6A: Schedule a Meeting
- Topic 6B: Reply to a Meeting Request
- Topic 6C: Propose a New Meeting Time
- Topic 6D: Manage Meetings
- Topic 6E: Print the Calendar

Lesson 7: Managing Tasks and Notes

- Topic 7A: Create a Task
- Topic 7B: Edit and Update a Task
- Topic 7C: Create a Note
- Topic 7D: Edit a Note
- Topic 7E: Display a Note on the Desktop

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