



Software Learning Centers
1645 SE. Port St. Lucie Blvd
Port St. Lucie, Florida 34952
PHONE: 772.337.4005 FAX: 772.337.0870



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Outlook 2002 Introduction: Level 1

Course Specifications

Course number: 084620
Software Version Number: Microsoft Office 2002 (Version 10)
Course length: 1 day

Course Description

Overview: Students will use Microsoft Outlook 2002 as a tool for communication and organization. Topics covered include sending, receiving, and organizing messages, scheduling appointments, events, and meetings, using contacts, creating tasks and using notes. The course is suitable for persons preparing to be certified Microsoft Office User Specialist (MOUS) in Outlook.

Prerequisites:

· *Windows 2000: Introduction:*

This course assumes that you have used a mouse and a keyboard and are able to navigate within the Windows environment. It also assumes that you are familiar with the concept of e-mail as a communication tool.

Delivery Method: Instructor-lead training.

Benefits: Students will be able to send and receive mail messages, organize and sort messages, schedule and edit appointments and meetings, add, edit, find contacts and track tasks, and create notes.

Target student: The target student is an office professional who is familiar with the Windows environment and wants to use Microsoft Outlook to coordinate and manage mail, appointments, meetings, tasks, contacts, and notes.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will send a mail message, change message formatting, attach a file to a message, check the spelling and grammar, create a message with voting buttons, and send a message to a single user and to multiple users.
- You will open an unread message and reply to it, open and save a message attachment, print a message, forward a message, mark a message as unread, and delete a message.
- You will schedule an individual and a recurring appointment and an event, and edit, delete, and restore an appointment. You will also print the calendar in two different views.
- You will schedule a meeting and reserve meeting resources, reply to a meeting request, propose a new meeting time, update a meeting, track meeting responses and attendee status, and cancel a meeting.
- You will add and edit a contact, and sort and find contacts.
- You will create and edit a task and display a task list, mark a task as complete, and delete a task.
- You will sort messages, create personal folders and subfolders, move messages between folders, rearrange folders and subfolders and search for messages.

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- You will create, display and resize,note, assign contacts to notes and assign categories to notes.

Outlook 2002 : Level 1

Course Content

Lesson 1: Sending Messages

- Topic 1A: Compose and Send a Message
- Topic 1B: Change Message Format
- Topic 1C: Check Spelling and Grammar
- Topic 1D: Attach File to Message
- Topic 1E: Create and Add a Signature To a Message
- Topic 1F: Send a Message with Voting Buttons

Lesson 2: Acting On Messages

- Topic 2A: Open a Message
- Topic 2B: Open Message Attachment
- Topic 2C: Save Attachment
- Topic 2D: Reply to Message
- Topic 2E: Print Message
- Topic 2F: Mark Message Unread
- Topic 2G: Reply to a Voting Button Message
- Topic 2H: Recall a Message
- Topic 2I: Delete a Message

Lesson 3: Scheduling Appointments and Events

- Topic 3A: Add an Appointment to the Calendar
- Topic 3B: Schedule a Recurring Appointment
- Topic 3C: Assign Category to an Appointment
- Topic 3D: Edit an Appointment
- Topic 3E: Delete an Appointment
- Topic 3F: Schedule an Event
- Topic 3G: Print Calendar

Lesson 4: Scheduling Meetings

- Topic 4A: Schedule a Meeting
- Topic 4B: Reply to a Meeting Request
- Topic 4C: Propose a New Meeting Time
- Topic 4D: Update Meeting Request
- Topic 4E: Cancel Meeting

Lesson 5: Using Contacts

- Topic 5A: Add a Contact
- Topic 5B: Sort Contacts
- Topic 5C: Find a Contact
- Topic 5D: Edit a Contact
- Topic 5E: Create a Custom Category

Lesson 6: Creating Tasks

- Topic 6A: Create a Task

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Topic 6B: Update a Task

Topic 6C: Update Task List

Topic 6D: Assign Task to Contact

Lesson 7: Managing Messages

Topic 7A: Sort Messages

Topic 7B: Create a New Folder

Topic 7C: Move Messages Between Folders

Topic 7D: Move Folders

Topic 7E: Delete a Subfolder

Topic 7F: Search for Messages

Lesson 8: Using Notes

Topic 8A: Create a Note

Topic 8B: Move a Note

Topic 8C: Resize a Note

Topic 8D: Assign Contacts to Notes

Topic 8E: Assign Categories to Notes

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