



Software Learning Centers
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Microsoft® Office Outlook® 2003: Level 1

Course Specifications

Course number: 084680

Software: Microsoft® Office Outlook® 2003

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist for Microsoft® Outlook® 2003

Course Description

This course is the first in a series of three Microsoft® Office Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

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

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 2: Composing Messages

Topic 2A: Address a Message

Topic 2B: Format a Message

Topic 2C: Check Spelling and Grammar

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Topic 2D: Attach a File

Topic 2E: Forward 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 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 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 7: Managing Tasks

Topic 7A: Create a Task

Topic 7B: Edit a Task

Topic 7C: Update a Task

Lesson 8: Using Notes

Topic 8A: Create a Note

Topic 8B: Edit a Note

Topic 8C: Copy a Note

Appendix A: Microsoft Office Specialist Program

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