SOFTWARE TRAINING CENTER

Outlook 2010 Level 1

Duration: 1 Day

Course Overview:

This course was designed for students who are somewhat experienced with e-mail. Outlook is a robust client for managing your communication and calendaring tasks. You will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes..

Who Should Attend: Anyone who will be using Outlook 2010 as their e-mail, contacts and calendaring client.

Prerequisites: You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders.

Course Outline:

Getting Started with Outlook
Identify the Components of the Outlook Interface
Read an Email Message
Reply to and Forward an Email Message
Print an Email Message
Delete an Email Message

Composing Messages
Create an Email Message
Format a Message
Check Spelling and Grammar
Attach a File
Enhance an Email Message
Send an Email Message

Organizing Messages
Manage Email Messages
Move Email Messages into Folders
Open and Save an Attachment

Managing Contacts
Add a Contact
Sort and Find Contacts
Find the Geographical Location of a Contact
Update Contacts

Scheduling Appointments
Explore the Outlook Calendar
Schedule an Appointment
Edit Appointments

Managing Meetings in Outlook
Schedule a Meeting
Reply to a Meeting Request
Track and Update Scheduled Meetings
Print the Calendar

Managing Tasks and Notes
Create a Task
Edit and Update a Task
Create a Note
Edit a Note