

OUTLOOK 2007 INTRODUCTION

Unit Standard	116945
NQF Level	2
Credits	2
Duration	1 Day
Pre-Requisite Training	Computer Essentials

SYNOPSIS

This course provides students with an overview of the features and functions of Microsoft Outlook 2007. The delegate will learn how to store contact information, work with e-mail messages, schedule appointments and events and keep an up-to-date task list.

COURSE OUTLINE - 2007

- Connect to your primary e-mail account;
- Troubleshoot the Startup wizard;
- Personalise your Outlook workspace;
- Explore the Advanced toolbar;
- Work in the contact window;
- Save and update contact information;
- Personalise an electronic business card;
- Display different views of contact information;
- Print contact information;
- Work in the message window;
- Create and send messages;
- Attach files to messages;
- View messages and message attachments;
- Reply to and forward messages;
- Print messages;
- Work in the calendar item windows;
- Schedule and change appointments;
- Schedule and change events;
- Display different views of a calendar;
- Work in the task window;
- Display different views of tasks;
- Create and update tasks;
- Manage task assignments;
- Remove tasks from your task list.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand the essentials of Outlook and use the main menu, shortcut menus, shortcut keys, and dialogue boxes;
- Use Outlook Today, the Navigation Pane, the Reading Pane, and the To-Do Bar;
- Use the Help screen and the help toolbar;
- Send and receive e-mail;
- Open, edit, print, save, and delete e-mail messages;
- Reply to and Forward messages;
- Use the Attachment Previewer;
- Add attachments, Outlook items, and hyperlinks to your message;
- Effective use of the Calendar, Contacts, Notes and Journal features of Outlook;
- Using Preview and Print options within Outlook.

OUTLOOK 2010 INTRODUCTION

SYNOPSIS

This course provides students with an overview of the features and functions of Microsoft Outlook 2010. The delegate will learn how to store contact information, work with e-mail messages, schedule appointments and events and keep an up-to-date task list.

COURSE OUTLINE - 2010

- Getting Started in Outlook 2010;
- Receiving E-Mail;
- Working with E-Mail Messages;
- Printing E-Mail Messages;
- Getting Help in Outlook;
- Understanding and Customizing the Outlook Interface;
- Tab Overview (Main Interface);
- Tab Overview (Outlook Item Interface);
- Sending and receiving E-Mail;
- Information Management (calendar, contacts, tasks, notes, journal).

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand the essentials of Outlook and use the main menu, shortcut menus, shortcut keys, and dialogue boxes;
- Use Outlook Today, the Navigation Pane, the Reading Pane, and the To-Do Bar;
- Use the Help screen and the help toolbar;
- Send and receive e-mail;
- Open, edit, print, save, and delete e-mail messages;
- Reply to and Forward messages;
- Use the Attachment Previewer;
- Add attachments, Outlook items, and hyperlinks to your message;
- Effective use of the Calendar, Contacts, Notes and Journal features of Outlook;
- Using Preview and Print options within Outlook.