

# Microsoft® Office Outlook® 2003: Level 1

## Course Specifications

Course length: 1.0 day(s)

## 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.

**Prerequisites:** This course assumes 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

## 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  
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

*Are you a pencil pusher trapped in a computer?*

*We can help!*

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[www.mjhtraining.com](http://www.mjhtraining.com)

[info@mjhtraining.com](mailto:info@mjhtraining.com)

