

Microsoft® Office Outlook® 2003: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

If you have been using Microsoft® Office Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.

Course Objective: You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Prerequisites: Before taking this course, students are required to take:

Windows XP Professional: Level 1

Windows XP Professional: Level 2

Windows XP: Introduction or Windows 2000: Introduction

Microsoft Outlook 2003: Level 1

Course Content

Lesson 1: Tracking Work Activities Using the Journal

Topic 1A: Record a Journal Entry Automatically

Topic 1B: Manually Record a Journal Entry

Topic 1C: Modify a Journal Entry

Lesson 2: Setting Calendar Options

Topic 2A: Set Work Days and Times

Topic 2B: Display Other Time Zones

Topic 2C: Set Free/Busy Options

Lesson 3: Setting Message Options

Topic 3A: Modify Message Settings

Topic 3B: Modify Delivery Options

Topic 3C: Modify Message Formats

Topic 3D: Notify Others that You will be Out of the Office

Topic 3E: Create and Modify a Distribution List

Topic 3F: Insert a Hyperlink

Lesson 4: Sharing Folder Information

Topic 4A: Specify Folder Permissions

Topic 4B: Access Another User's Folder

Topic 4C: Delegate Access To Folders

Lesson 5: Managing Tasks

Topic 5A: Assign a Task

Topic 5B: Reply to a Task Request

Topic 5C: Send a Task Update

Topic 5D: Track Assigned Tasks

Lesson 6: Customizing Outlook

Topic 6A: Customize the Toolbar

Topic 6B: Create a New Toolbar

Topic 6C: Customize the Menu

Topic 6D: Create a Folder Home Page

Lesson 7: Locating Outlook Items

Topic 7A: Sort Messages Using Multiple Criteria

Topic 7B: Find Messages

Topic 7C: Find Messages Using Multiple Criteria

Topic 7D: Filter Messages

Topic 7E: Organize Messages

Topic 7F: Manage Junk Email

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