

Exact Business Solutions Pty Ltd

Course Outlines



Introduction to Microsoft Outlook 2003

A One-Day Guide

Ref No.DD178

Course Aims This course aims for participants to learn the introductory features in Outlook, including messaging, signatures, tasks and using the calendar.

Objectives At the end of the course, you will have learned to:

- Send and receive messages
- Organise and sort messages
- Schedule and edit appointments and meetings
- Add, edit, find contacts and track tasks
- Create notes

Number of Pages 168

Audience The course is aimed at those participants who want to learn more features of Outlook.

Prerequisites It is essential that participants have good mouse skills. Knowledge of Outlook is not necessary.

Course Length In a training environment this manual is suitable for 1 Day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

Introduction to Microsoft Outlook 2003 in Detail

Starting Outlook

The Navigation Pane

The Mail Pane

Inbox

Calendar

Contacts

Tasks

Notes

Folder List

Using the Calendar

Viewing the Calendar

Changing Views

Day View

Work Week View

Week View

Month View.

Adding an Appointment

Subject and Location

Appointment Times

Reminders

Time Status

Appointment Notes

Viewing the Appointment

Editing an Appointment

Previewing an Appointment

Printing an Appointment

Moving to the Next Month

Viewing the Appointments

Understanding the Time Status .

Day View

Editing an Appointment Time

Moving an entire Appointment

The Date Navigator

Understanding the Navigator

Choosing a Month

Week Numbers

Date Navigator Font

Viewing more Months

Setting an Appointment

Removing a Reminder

Deleting an Appointment

Moving to Folders

Viewing the Moved Item

Deleted Items Options

Recurring Appointments

Setting the Recurrence Pattern

Setting the Recurrence Range

Choosing an Existing Location

Viewing Recurring Appointments

Editing a Recurring Appointment

Opening one Recurring Appointment

Altering all Recurring Appointments

Deleting a Recurring Appointment

Week View

Switching to Week View

Adding a Private Appointment

Customising Views

Removing End Times

Showing Times as Clocks

Changing the Time Scale

Events

Adding an Event

Viewing Event Details

Viewing Events in Day View

Two-Day Events

Overlapping Events

Converting an Event

Annual Events 57

Recurrence Pattern

Recurrence Range

Changing Views 59

Viewing Events and Annual Events

Viewing only Annual Events

Finding Appointments

The Reading Pane

Changing the Pane Size

Printing the Calendar

Previewing Day View

Daily View Options

Headers and Footers

Printing a Weekly Calendar

Previewing a Weekly Calendar

Weekly View Options

Printing Calendar Details

Calendar Options

Calendar Work Week

Australian Holidays

Adding a Time Zone

Contacts

Adding a Contact

Creating a Contact

Phone Numbers

Choosing an Assistant Number

Typing a Business Address

Changing Views

Phone List View.

Adding a Contact in the Phone List

Contacts Exercise

Maintaining Contacts

Editing Contact Details

Deleting a Contact

Flagging a Contact

Setting a Flag Reminder

Responding to a Reminder

Viewing Follow up Details

Marking a Follow Up as Complete

Clearing the Flag

Meetings