

Exact Business Solutions Pty Ltd

Course Outlines



EBS730 Introduction to Microsoft Outlook 2007

A One-Day Guide

Ref No.DD207

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

Objectives This manual is aimed at those participants who have no previous experience in outlook, and want to learn the concepts of an email program, and how these concepts are implemented in Outlook.

At the end of this course you should have learned to:

- Use Calendar Features
- Use Contact Management
- Use Additional Features

Number of Pages 198

Audience The course is aimed at those participants who want to use the more advanced features of Outlook including coordinating schedules, archiving mail and mail merge.

Prerequisites It is essential that participants have good mouse skills. Knowledge of Outlook 2007 or Windows is not necessary.

Course Length In a training environment this training module is suitable for one day.

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

EBS730 Introduction to Microsoft Outlook 2007 in Detail

Starting Outlook

The Navigation Pane

The Mail Folder

Inbox

Calendar

Contacts

Tasks

Notes

Folder List

The To-Do Bar

Using the Calendar

Changing Views

Day View

Week Views

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

Navigating the Calendar

Exercise

Viewing the Appointments

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 a Series

Deleting a Recurring Appointment

Exercise – Recurring Appointments

Week View

Switching to Week View

Adding a Private Appointment

Customising Views

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

Recurrence Pattern

Recurrence Range

Changing Views

Viewing Events and Annual Events

Viewing only Annual Events

Finding Appointments

Advanced Search

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

E-mail and Web page

Phone Numbers

Choosing an Assistant Number

Typing a Business Address

Changing Views

Phone List View

Adding a Contact in the Phone List

Contacts Exercise

EBS730 Introduction to Microsoft Outlook 2007 in Detail cont....**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

Planning a Meeting
Inviting Others
Choosing the Meeting Time
Meeting Details

Using Help

Search Results

The Tasks Folder

Adding a Task
Task Dates
Task Details
Task Reminder
Task Views
Adding Tasks in the Detailed List
Exercise - Tasks
Editing a Task
Changing Columns Widths
Adding a new Field
Marking a Task as Complete
Deleting a Task
Sorting Tasks
Task Timeline

The To-Do Bar

To-Do Bar Options
Resizing the To-Do Bar

Notes

Creating a Note
Reading a Note
Note Categories
Note Views
View Icons
Note Options
Deleting Notes

E-Mail

The Inbox

Creating a Message

Addressing a Message
High Importance
Viewing Sent Messages
Reading a Mail Message
Replying to a Message

Forwarding a Message
Printing a Mail Message

Message Options

Cc and Bcc fields
Setting a Sensitivity flag
Flagging the message for Follow up
Directing replies to another person

Signatures

Creating a new Signature
Formatting the Signature
Default Signatures
Using the Signature
Removing the Signature as Default

Creating an e-mail Folder

Folder Contents
Folder Location
Moving Mail Messages

Stationery and Themes**Mail Attachments**

Attaching a File
Saving an Attachment
Previewing & Opening an Attachment

Address Books

Using the Address Book
Distribution Lists
Sending Mail to a Distribution List
Updating the Address Book
Finishing Up
Exiting from Outlook