

OUTLOOK 2007

Beginner level

OBJECTIVES

At the end course, the participant will be able to use the email function, send and receive messages, manage Office documents and Outlook messaging features, contacts, and calendar.

TARGETED CLIENTELE

Everyone

PREREQUISITES

Microsoft Windows



COURSE SYLLABUS

1. Learning File Management

- Preparing learning files
- Opening a work session
- Closing a working session
- Retrieving your work file
- Update in situation

2. Basics

- Microsoft Outlook 2007
 - The Ribbon
 - Launch Outlook 2007
 - Use the navigation pane
 - Use the taskbar
 - Show/hide a toolbar
 - Exit Outlook

3. Notions Applicable to all Files

- Displaying items
 - Select a display type
 - Get an overview of the content of the items
 - View the entire contents of the elements
 - Change the size of the panes
 - Change the width of the columns
 - Change the order of the fields
 - Delete/add field
 - Sort on a field
 - Restore a type of display
- Modifying items
- Using the Ribbon
- Category notions
 - Assign a category
 - Apply the default category
 - Change the default category
 - Remove a color category from an item
 - Change the settings for a category
 - Delete a category
 - Manage categories that are missing from the list
- Deleting items
- Finding items
 - Perform a quick search
 - Add search criteria
 - Perform an advanced search
- Copying and moving items
- Printing items
 - Print items
 - Change the layout for printing
 - Redo print style layout

4. Messaging Features

- Email management
 - Send a message
 - Change the default message format
 - Check the received mail
 - Check the arrival of the mail
 - Join a file to a message

- Get an overview of attachments
- Open/save an attachment
- Reply to a message
- Transfer a message
- Send back a message
- Save a message on an external media
- Tracking indicator
 - Add a predefined tracking flag And Custom
 - Add a reminder to an existing trace flag
 - Change the subject of a message with tracking flag
 - Add a tracking flag when sending a message
 - Add a tracking flag to recipients
 - Remove a monitoring indicator
- Mail options
 - Indicate a level of importance
 - Request a read receipt
 - Determine how often the mail is received
 - Change notifications of the arrival of a new message
- Research files
 - Create a research file
 - Edit a search folder
 - Rename/delete a search folder
- Automatic signature
 - Create an automatic signature
 - Insert an automatic signature

5. Contact Management

- Contacts folder
 - Add a contact
 - Add a contact from a message
 - Send a message to a contact
 - Change the email address of a contact
 - Change the business card of a contact
- Printing contacts
 - Print business cards
 - Print business cards in booklet form
 - Change the layout of print styles
 - Task management

- Tasks folder
 - Register a single task
 - Add a task from the calendar
 - Register a task to run at regular intervals
 - Skip a recurring task
 - Convert a recurring task to a single task
 - Manage task reminders
 - Delete a recurring task
 - Send a status report of a task

6. Calendar

- Exploring the calendar
 - Navigate in the calendar
- Display in calendar
 - Change the view of the schedule pane
 - Select the days to be displayed
 - Navigating the schedule
 - Change the scope of work schedule
 - Change the interval between hours
- Registration in the calendar
 - Register an appointment or an event
 - Register an appointment quickly
 - Register an appointment/recurring event
 - Edit an appointment/recurring event
 - Delete an appointment/recurring event
 - Reporter an appointment
- Print of the calendar
 - Change print style layout

7. Deleted Items Folder

- Deleted items folder
 - Recover deleted items
 - Permanently delete items
 - Empty the deleted items folder

8. Customizing Outlook

- Customizing the Outlook folder today
- Creating shortcuts
 - Create a shortcut group
 - Add a shortcut to Outlook folders
 - Add a shortcut to an external file
 - Move a shortcut
 - Rename a group or shortcut
 - Remove a shortcut from a group
 - Remove a group of shortcuts
- Folder management
 - Create a folder
 - Create a personal folders file
- Outlook auto-start
- Setting up an e-mail account