

Simply a Better Way to Learn!



O F F I C E S K I L L S

Microsoft Outlook 2007 – Level 1

Course Introduction

In this course, students will learn how to use both the e-mail program and the personal information manager components of Microsoft Outlook. The skills learned in this course will help students use Microsoft Outlook effectively both at work and in your personal life.

Students accomplish the learning objectives for each lesson through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each lesson to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to Microsoft Outlook 2007, in order to create and manipulate spreadsheets.

Of Interest to

Those with little or no experience using email client or personal information manager applications, who want to use Outlook to manage email, contacts, scheduling, and tasks. This course will also be of special interest to individuals or workgroups interested in increasing productivity.

Course Breakdown

Lesson 1:

Introduction to Microsoft Outlook; Exploring the Microsoft Outlook Environment; Getting Help While You Work; Getting Started with E-mail

Lesson 2:

Sending and Receiving Messages; Working with Message Attachments; Replying to and Forwarding Messages; Organizing Mail Using Folders

Lesson 3:

Creating and Using Contacts; Printing Contacts; Organizing and Finding Contacts; Using the Address Book

Lesson 4:

Viewing and Organizing the Calendar; Scheduling Appointments and Events; Managing Calendar Items; Printing

Lesson 5:

Creating and Editing Tasks; Assigning and Tracking Tasks; Viewing and Organizing Tasks

Lesson 6:

Using Journal; Using Notes

Lab Exercise

Course Notes

Course manual is provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.



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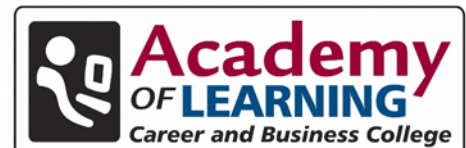
Microsoft Outlook 2007 – Level 1

Next Level

Microsoft Outlook 2007 – Level 2 (OTL07M2)

Method of Delivery

Integrated Learning™ System training facilitated by
Academy of Learning College facilitators.



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