

Simply a Better Way to Learn!



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

Microsoft Outlook 2007 – Level 2

Course Introduction

The Outlook 2007 – Level 2 course builds on the basic concepts and features covered in the Level 1 course.

In this course, students learn to customize Outlook, personalize and secure email messages, and organize and manage email effectively. Students learn to search, sort, filter and categorize e-mail messages. They learn to archive messages, and retrieve archived messages, create and manage rules, and customize message alerts. They also learn how to utilize Outlook to collaborate and share information with others.

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 Outlook skills covered in the lesson.

A practice exercise and review questions are included at the end of each lesson to measure progress and enforce 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 final exam.

Course Prerequisite(s)

Microsoft Outlook 2007 – Level 1 course.

Course Aim

To provide an understanding of Outlook that goes beyond the basics.

Of Interest to

Those with little or no experience using email client or personal information management 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:

Customizing the Menus and Toolbars; Modifying E-mail Options

Lesson 2:

Using E-mail Signatures; Modifying Message Options; Securing E-mail Messages; Saving Messages

Lesson 3:

Sorting and Finding Messages; Using Color Categories and Message Flags; Archiving Messages

Lesson 4:

Using Rules; Filtering Junk E-mail; Using the Out of Office Assistant; Using Message Alerts

Lesson 5:

Scheduling Meetings; Sharing and Viewing Calendars; Using Voting Buttons; Using Public Folders

Lab Exercise

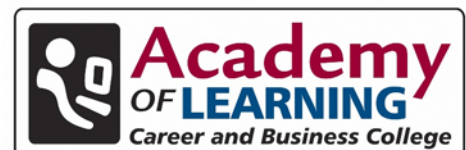
Course Notes

Course manual 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.

Method of Delivery

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



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