

Desktop application

MICROSOFT OUTLOOK 2007-2016 LEVEL 1



Course content

The Outlook Interface

- > Microsoft Office Backstage view
- > The Quick Access Toolbar
- > The Ribbon, Ribbon Tabs
 - Ribbon Groups
- > Customising the Ribbon
- > Dialog launchers
- > Contextual tabs

What is Outlook?

- > Recognise components of a Desktop Information Manager
- > Use email to send messages
- > Quick flags and colour categories
- > Desktop Alerts
- > Quick Steps
- > Using different views

Composing Mail Messages

- > Create a message
- > Address a message to different recipients
- > Add file attachments
- > Set message Priority
- > Use Spell Checker
- > Create a Signature
- > Reply and Forward messages
- > Set Automatic Replies

Assigning and Tracking Tasks

- > Add, Modify and Delete a Task Item
- > Track progress on Tasks
- > Assign a Task to someone
- > Accept or Decline a Task Request
- > Align Text
- > Handling Percentages and dates

Making Notes

- > Write and Edit a Note
- > Change the appearance of Notes
- > Edit and delete Notes

Schedule Appointments

- > Create, Edit and Delete Appointments and Events
- > Set Appointment Status
- > View other user's Calendars
- > Create Calendar Groups

Course objectives

To provide delegates with a basic introduction to Outlook, to demonstrate its ease of use and to enable delegates to send and receive emails and manage contacts, book appointments and meetings.

Course type

Instructor-led hands on training with all delegates using a computer.

Course duration

One day

Pre-requisites

This course is intended for those who have little or no experience of Microsoft Outlook. Delegates should have basic experience of working with a mouse and the Windows environment.