



Microsoft Outlook (Introduction)





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

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- Customised Courses



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Duration:

1 Full Day

Who should attend:

Ideal for a person with limited knowledge of Microsoft Outlook, and seeking to become familiar with the basics of the application. At the conclusion of this course participants should be able to understand the basics of the software package with the capacity to apply this knowledge in their personal and professional lives.

Course Pre-requisites:

This course is designed for participants with little or no knowledge of Outlook 2003. A basic knowledge of the Windows environment would be beneficial but is not essential.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office suite. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Outlook Intermediate
- Microsoft Outlook Advanced
- Time Management with Microsoft Outlook

Topics Covered:

Outlook 2003 Basics

1. Understanding Outlook 2003
2. Starting Outlook 2003
3. Common Screen Elements
4. Going to Features
5. Navigating To Features
6. The Mail Screen
7. The Calendar Screen
8. The Contacts Screen
9. The Tasks Screen
10. The Notes Screen
11. Exiting Outlook 2003
12. Quick Reference

Getting Help

1. Printed Help Sources
2. The Help Task Pane
3. Searching For General Help
4. Searching For Specific Help
5. Understanding a Help Window
6. Disabling Online Content
7. Enabling Online Content
8. Displaying and Using The Office Assistant
9. Customising the Office Assistant
10. Disabling the Office Assistant
11. Screen Tips and Dialog Box Help
12. Quick Reference.

Receiving E-Mail

1. Understanding the Inbox
2. Retrieving E-Mail
3. Opening an Outlook Data File
4. Adjusting the Message View
5. Reading Messages
6. Marking Messages as Unread
7. Viewing Unread Messages
8. Deleting Messages
9. Recovering Deleted Messages
10. Understanding Attachments
11. Saving a Message Attachment
12. Opening an Attachment
13. Replying To a Message
14. Replying To All Messages
15. Replying Without the Original Message
16. Forwarding Messages
17. Quick Reference

Tasks

1. Accessing Outlook Tasks
2. Creating Simple Tasks
3. Typing Tasks Directly
4. Changing Task Views
5. Categorising Tasks
6. Sorting Tasks
7. Completing Tasks
8. Deleting Tasks
9. Printing a Task List
10. Quick Reference

Sending E-Mails

1. Understanding E-Mail
2. E-Mail in Outlook 2003
3. How Outlook 2003 Mail Works
4. Composing a Message
5. Creating a New Message
6. Checking the Spelling
7. Adding an Attachment
8. Adding Importance
9. Requesting Message Receipts
10. Sending the Message
11. Creating an AutoSignature
12. Using an AutoSignature
13. Removing an AutoSignature
14. Sending a Courtesy Copy
15. Sending a Blind Copy
16. Quick Reference

Contacts

1. Understanding the Contact Card
2. Accessing Contacts
3. Creating a New Contact Card
4. Entering Contact Details
5. Adding Contacts to Existing Companies
6. Editing Contact Details
7. Inserting a Contact Picture
8. Deleting an Unwanted Contact
9. Recovering a Deleted Contact
10. Printing the Contact List
11. Quick Reference

Working with the Calendar

1. Accessing the Calendar
2. Changing Calendar Views
3. Moving To Specific Dates
4. Creating a Second Time Zone
5. Deleting a Second Time Zone
6. Sharing Your Calendar
7. Viewing Shared Calendars
8. Closing and Deleting Shared Calendars
9. Creating a New Calendar
10. Deleting a Calendar
11. Creating a Public Calendar
12. Quick Reference

Appointments and Events

1. Using a Specific Calendar
2. Scheduling an Appointment
3. Scheduling an Appointment from the Menu
4. Rescheduling an Appointment to another Day
5. Rescheduling an Appointment to another Time
6. Creating Recurring Appointments
7. Scheduling an Event
8. Deleting Appointments and Events
9. Organising Your Appointments
10. Printing Your Calendar
11. Specifying the Work Week
12. Labelling Appointments
13. Quick Reference