

Microsoft Outlook 2003: Module I

What's in Outlook 2003: Module I?

Outlook 2003 Module I presents skills training and assessment for some of the skill sets that form the Microsoft Office Outlook 2003 Specialist Exam. This course provides competency in working with contacts, using e-mail, formatting and managing messages, creating and managing tasks, working with the Calendar, creating and managing notes, and finding and organizing Outlook Information.

Exploring Outlook

- Introduction to Microsoft Outlook 2003
- Exploring Folders and Views
- Using Menus and Toolbars
- Exploring the Navigation Pane
- Quitting Outlook

Working with Contact Information

- About Contacts
- Creating Contacts
- Editing Contacts
- Using Address Books
- Importing Contacts into Outlook
- Assigning Contacts to Categories
- Flagging Contacts
- Sorting Contacts
- Deleting Contacts
- Finding Contacts
- Creating and Modifying Distribution Lists
- Printing Contact information

Using E-mail

- About E-mail
- E-mail Message components
- Creating and Sending E-mail Messages
- Using E-mail Signatures
- Attaching Files to E-mail Messages
- Receiving and Viewing E-mail Messages
- Responding to E-mail Messages
- Deleting E-mail Messages
- Previewing and Printing E-mail Messages

Formatting and Managing Messages

- Formatting Messages
- Using Message-Marking Tools
- Using Delivery Options for Messages
- Assigning Messages to Categories
- Saving Messages in Various Formats

Creating and Managing Tasks

- Introduction to Tasks
- Creating Tasks
- Modifying Tasks
- Setting Reminders
- Accepting and Declining Tasks
- Marking tasks as Completed
- Linking Tasks to Contacts
- Forwarding Task Information to Other Users
- Changing Task Views
- Printing Tasks
- Deleting Tasks

Working With the Calendar

- Introduction to the Calendar
- Changing Calendar Views
- Setting Calendar Options
- Scheduling and Managing Appointments
- Scheduling Events
- Scheduling Meetings
- Printing Calendar Information

Creating and Managing Notes

- Introduction to Notes
- Creating Notes
- Modifying Notes
- Assigning Notes to Categories
- Copying Notes to Other Views
- Linking Contacts to Notes
- Using Notes Option
- Changing Note Views
- Printing Notes
- Deleting Notes

Finding and Organizing Outlook Information

- Using Outlook Tools to Find and Organize Data
- Using Folders to Organize Outlook Items
- Grouping and Sorting Outlook Items
- Adding and Deleting Fields
- Filtering Outlook Items
- Organizing Outlook Items
- Finding Outlook Items
- Archiving Outlook Data