Outlook 2007:

Everything You Always Wanted to Know and More

Course Description

In this training document you will learn about Outlook 2007, and its components. You will learn the steps to setup Outlook for a POP3 mail server. This document will teach you about the components of Outlook, including Mail, Calendar, Contacts, Tasks, Notes and Journal.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.
CPE Credits: 6 (CPA)
Category: Specialized Knowledge and Applications
Prerequisite: None.
Advanced Preparation: None

Course Learning Objectives

Module 1:   Outlook 101

1.   Who created the first e-mail program as we know it today.

2.   Why we use @ (at) symbol in our e-mail addresses.

3.   How to setup Outlook using a POP3 server.

Module 2:   Outlook 2007 Components

1.   What the default view of the Outlook components are.

2.   Where the Menu and Tool Bars are located.

3.   Where the Navigation pane is located, and how to manipulate the buttons, icons and views of the navigation pane.

4.   Where the Reading pane is located, and how to manipulate the views of the reading pane.

5.   Where the To-Do Bar is located, and how to manipulate the view of the To-Do Bar.

Module 3:   Mail

1. How to create and send a new e-mail message.

2. All the components on the Message tab on the Office Ribbon of the Message box.

3. All the components on the Insert tab on the Office Ribbon of the Message box.

4. All the components on the Options tab on the Office Ribbon of the Message box.

5. All the components on the Format Text tab on the Office Ribbon of the Message box.

6. All the components of the Incoming message box.

7. How to attach files to messages.

8. How to attach items to messages.

Module 4:   Calendar

1. The components of the default view of the Calendar.

2. How to use the scroll bars to manipulate the view of the Calendar reading pane.

3. How to change the Day, Week and Month views of the Calendar.

4. How to create an Appointment.

5. The components of the Appointment Office Ribbon.

6. How to create a Meeting.

7. The components of the Meeting Office Ribbon.

8. How to share your Calendar via e-mail.

9. How to share your Calendar via the Internet.

10. How to publish the Calendar to Microsoft Office Online.

11. How to Add a New Group.

Module 5:   Contacts

1. The components of the default view of the Contacts window.

2. How to create a new Contact.

3. The components of the Office Ribbon Contact tab.

4. How to create a Distribution List.

5. What the Address Book is, and its components.

Module 6:   Tasks, Notes and Journal

1. The default view of the Task window.

2. How to create a Task.

3. The components of the Office Ribbon on the Task tab.

4. The default view of the Notes window.

5. The menu options available for Notes.

6. How to change the default view of the Note.

7. How to find the Journal icon.

8. The default view of the Journal

9. How to use the Journal in manual mode.

10. How to use the Journal in automatic mode.

Module 7: Conclusion - Getting It All Together

1. How to manipulate the navigation pane for best use.

2. How to create sub-folders under the Inbox.

3. How to clean up the Mailbox.