Microsoft Outlook 2010 – Level 1

Course Introduction

In this course, students learn how to use both the e-mail program and the personal information manager components of Microsoft Outlook. The skills learned in this course will help students use Microsoft Outlook effectively both at work and in their personal lives.

Students accomplish the learning objectives for each module 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 skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce 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 exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to Microsoft Outlook 2010 and its usage within the Windows environment.

Of Interest to

Those with little or no experience using email client or personal information manager 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

Module 1:

Introduction to Microsoft Outlook; Starting and Exiting the Application; Exploring the Microsoft Outlook Environment; The Shortcut Menu and Dialog Boxes, and Working with Outlook; Getting Help While You Work

Module 2:

Sending Messages; Receiving Messages; Printing and Deleting Messages; Replying to and Forwarding Messages; Formatting Messages

Module 3:

Creating and Using Contacts; Using Electronic Business Cards; Organizing and Finding Contacts; Using the Address Book; Using Contact Groups; Printing Contacts

Module 4:

Viewing the Calendar; Changing Calendar Options; Scheduling Appointments; Scheduling Events; Scheduling Recurring Appointments; Managing Calendar Items; Printing

Module 5:

Creating and Editing Tasks; Creating a Recurring Task; Working with Tasks in Other Areas of Outlook; Assigning and Tracking Tasks; Viewing and Organizing Tasks; Printing; Changing Preferences

Module 6:

Using Journal; Manually Creating a Journal Entry; Automatically Creating Journal Entries; Viewing the Journal; Using Notes; Changing Views of Notes; Assigning Contacts to Notes; Printing and Deleting Notes

Lab Exercise

Academy of Learning
CAREER COLLEGE