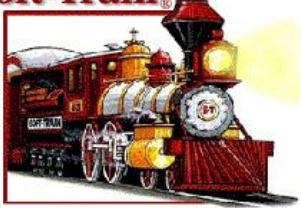


Soft-Train



At Soft-Train
Technology Works

Beginning Microsoft Outlook (1 Day)

COURSE GOAL: To introduce users to the operations of Outlook.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Send and receive E-mail
- Attach files to E-mail
- Create, edit, & delete appointments
- Track Tasks
- Create Contacts
- Use Notes and record activities in Journal

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Compose mail
<input type="checkbox"/>	<input type="checkbox"/>	Reply to messages
<input type="checkbox"/>	<input type="checkbox"/>	Forward messages
<input type="checkbox"/>	<input type="checkbox"/>	Attach files
<input type="checkbox"/>	<input type="checkbox"/>	Schedule appointments
<input type="checkbox"/>	<input type="checkbox"/>	Set up meetings
<input type="checkbox"/>	<input type="checkbox"/>	Create contacts
<input type="checkbox"/>	<input type="checkbox"/>	Print calendars
<input type="checkbox"/>	<input type="checkbox"/>	Print E-Mail messages

If you answered NO to three or more of these questions you should attend this class.

KEY TOPICS:

I. Getting Started with Microsoft Outlook

- A. Starting Microsoft Outlook
- B. The Microsoft Outlook Screen Elements
- C. Navigating Outlook
- D. Getting Help

II. Managing mail with Inbox

- A. Sending messages
- B. Attaching items to e-mail
- C. Reading messages
- D. Sorting and printing messages

III. Adding Contacts

- A. How to add a contact
- B. Viewing Contacts
- C. Printing the contacts list

IV. Using the Calendar

- A. Scheduling Appointments
- B. Editing Appointments
- C. Creating Events
- D. Printing the Calendar
- E. Setting Up Meetings

V. Task, Notes and Journal Entries

- A. Creating Tasks
- B. Sorting and Viewing task
- C. Transferring Task and Appointments
- D. Creating Notes
- E. Journal Entries

VI. Outlook Housekeeping

- A. Creating Subfolders

B. Archives

C. Customizing Outlook