



Approved Courseware

Microsoft® Office **Outlook 2007**

Exam 77-604

Course Description

Microsoft® Office Outlook 2007 seeks to impart to individuals how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this courseware include Mail, Calendar, Contacts, Tasks and Notes. Also included are some advanced features, commonly used for collaboration purposes, such as sharing calendars, using RSS Feeds, adding address lists or sending out-of-office notices.

Individuals who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Certified Application Specialist Exam, # 77-604.

Course Length/Cost

The program is delivered over duration of 12 contact hours.
The cost of this program is TTD \$975.

Course Prerequisites

This course is designed for individuals who are familiar with personal computers, using a keyboard and using a mouse.

Individuals who wish to become proficient using the features of *Microsoft Office Outlook 2007* will benefit from taking this course.

Microsoft® Office Outlook 2007

Course Objectives

After completing this course, you will be able to:

- ↗ understand how Microsoft Office Outlook is set up and the different types of information you can track
- ↗ create, edit, send, open, and manage messages such as replying or forwarding
- ↗ use different types of options for tracking or managing messages such as voting buttons, flags, or level of importance
- ↗ include and manage attachments being sent or received with messages
- ↗ file and manage messages using folders
- ↗ create or modify a signature for e-mail
- ↗ create and edit appointments or events in the Calendar
- ↗ create and schedule meetings with others
- ↗ create and modify contacts using the Contacts module
- ↗ work with one or more address books and distribution lists
- ↗ create, modify and assign tasks
- ↗ create, modify and customize notes
- ↗ work with data files in Outlook
- ↗ create search folders
- ↗ managing junk e-mail
- ↗ send Out of Office notices
- ↗ use Really Simply Syndication (RSS)
- ↗ manage the level of security in Outlook
- ↗ share your calendar or contacts in Outlook with others
- ↗ configure Outlook to be accessible from the Internet

Microsoft® Office Outlook 2007

Course Outline

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Introducing Outlook

Lesson Objectives
What is Microsoft Office Outlook
Using the Mail Module
Creating an E-mail Message
Reading and Viewing Messages
Lesson Summary
Review Questions

Lesson 2: Responding to Messages and Message Options

Lesson Objectives
Responding to Messages
Deleting a Message
Saving Messages
Printing Messages
Using Message Options
Message Settings
Voting and Tracking Options
Modifying Delivery Options
Assigning Categories
Flagging Messages
Lesson Summary
Review Questions

Lesson 3: Managing E-mail

Lesson Objectives
Applying Themes and Stationery
Setting a Default Message Font
Working with Signatures
Working with Attachments
Sorting and Finding Messages
Managing Messages
Archiving Messages
Lesson Summary
Review Questions

Lesson 4: Using the Calendar

Lesson Objectives
Looking at the Calendar
Navigating within the Calendar
Changing the View Options
Customizing the Calendar Options
Printing the Calendar
Lesson Summary
Review Questions

Lesson 5: Scheduling Items

Lesson Objectives
Scheduling Items
Creating an Appointment
Scheduling Events
Sending Meeting Requests Understanding Meetings
Determining Available Meeting Times
Making Changes to Meetings and Notifying Attendees
Lesson Summary
Review Questions

Lesson 6:

Lesson Objectives
Exploring the Contacts Module
Creating a New Contact
Editing a Contact
Finding Contacts
Using Electronic Business Cards
Printing Contacts
Lesson Summary
Review Questions

Lesson 7: Using Address Books and Distribution Lists

Lesson Objectives
Understanding the Outlook Address Book
Working with Distribution Lists
Lesson Summary
Review Questions

Lesson 8: Using Tasks Working with Tasks

Lesson Objectives
Setting Task Options
Changing the View Options
Customizing the To-Do Bar
Tracking Progress of a Task

Lesson 9: Using Notes

Lesson Objectives
Looking at Notes
Creating Notes
Editing Notes
Organizing and Viewing Notes
Customizing Notes
Printing Notes
Lesson Summary
Review Questions

Lesson 10: Organizing Information

Lesson Objectives
Using Search Folders
Customizing Message Handling Options
Managing Junk E-mail
Using Rules
Lesson Summary
Review Questions

Lesson 11: Collaborating with Others

Lesson Objectives
Sending Out of Office Messages
Using Really Simple Syndication (RSS)
Configuring E-mail Message Security
Sharing Calendars
Sharing Your Contacts
Configuring Outlook to be Web Accessible
Lesson Summary
Review Questions