



Course: Microsoft Office Outlook 2007 Level 1 & 2

Overview: In Microsoft Office Outlook 2007 Level 1, students will learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In Level 2, students will learn how to customize their environment, calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Who Should Attend: These courses are designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft Office Outlook 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, use notes, customize their environment, calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items. In addition, these courses help prepare students who desire to take the Microsoft Office Specialist certification for Outlook 2007.

At Course Completion: Upon successful completion of these courses, students will be able to:

Level 1

- identify the components of the Outlook environment
- compose messages
- use folders to organize messages
- manage contacts and contact information
- schedule appointments
- schedule meetings
- create and edit tasks

Level 2

- customize the calendar by setting various calendar options
- set message options
- track work activities using the Journal
- assign and track tasks
- share folder information
- customize the Outlook environment
- sort, find, and color-code items in your mailbox and calendar
- work with public folders

Course Outline:

Level 1

- Lesson 1 - Getting Started with Outlook
- Lesson 2 - Composing Messages
- Lesson 3 - Organizing Messages
- Lesson 4 - Managing Contacts
- Lesson 5 - Scheduling Appointments
- Lesson 6 - Scheduling Meetings
- Lesson 7 - Managing Tasks and Notes

Level 2

- Lesson 1 - Setting Calendar Options
- Lesson 2 - Setting Message Options
- Lesson 3 - Tracking Work Activities Using the Journal
- Lesson 4 - Managing Tasks
- Lesson 5 - Sharing Folder Information
- Lesson 6 - Customizing the Outlook Environment
- Lesson 7 - Locating Outlook Items
- Lesson 8 - Working with Public Folders

Course Materials: Online resources included:
e-Learning Tutorial, e-Courseware, Exercise Files, Post-class Assessment

Duration: 6 hours per level

Schedule: Please call for details

Venue: Hong Kong Center: 201, 2/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong

Enquiry: Tel <2155 1855> Email <info@newhorizons.edu.hk> Web <<http://www.newhorizons.edu.hk>>