

Outlook 2003

What this course has to offer?

You will learn the basics and gain more in-depth knowledge of working with Outlook 2003, as well as creating, sending, and managing mail messages. With the Address Book, you will manage your contacts. You will set up your electronic Calendar, plan Appointments, and set Recurring Appointments. In an additional part of this course, you will learn more about Task management and the Organization of Meetings. You will also learn the management of Messages, as well as the categorization, sorting and finding of items.

What are the course requirements?

Being acquainted with using the mouse and keyboard.

Numbers of lessons: 109

Processing time approximately 7 hours

The learning content in overview:

Chapter 1: What is Outlook?

What is Outlook?

Chapter 2: The Outlook Window

Introduction
Start and end Outlook
The Outlook Window
Using the Menu
The Navigation Pane
The Reading Pane
Working with Toolbars
Quick reference
Practice

Chapter 3: Working with Outlook

Introduction
Message Exchange with e-mail
Composing and Sending an e-mail
The Standard View in the Mail Module
Reading and answering Messages
Entering Contacts
Entering Appointments in the Calendar
Changing Appointments
Tasks
Creating Notes
Quick reference
Practice

Chapter 4: Using the Help Functions of Outlook

Introduction
Getting quick Help from the Program
Working with the Help Window
Working with Outlook Help
Quick reference
Practice

Chapter 5: Creating and sending Messages

Introduction
Selecting the Mail Editor
Entering Recipients
Formatting and Editing Message Text
Checking Spelling
Sending Messages with Attachments
Saving and Editing Message Drafts
Sending Mails and other Options
Quick reference
Practice

Chapter 6: Receiving Messages

Introduction
Reading and Editing new Messages
Printing Messages
Notification of new e-mail Messages
Replying to and Forwarding Messages
Opening and Saving Attachments
Flagging new Messages
Security Settings for incoming Messages
Quick reference
Practice

Chapter 7: Managing Contacts

Introduction
Creating and Saving Contacts
Editing Contacts
Working with Contact Entries
Quick reference
Practice

Chapter 8: Working with the Address Book

- Introduction
- Address Books in Outlook
- Working with the Address Book
- Determining Sorting in the Contacts Address Book
- Creating a Distribution List
- Working with the Distribution List
- Quick reference
- Practice

Chapter 9: Planning Appointments

- Introduction
- Entering Appointments with Details
- The Reminder Function
- Editing Appointments
- Setting Recurring Appointments
- Showing an Overview of Appointments
- Printing Appointments and Calendar Data
- Practice

Chapter 10: Managing Tasks

- Introduction
- Entering Tasks with Details
- Displaying and Printing Tasks
- Delegating a Task to another Person
- Editing delegated Tasks
- Practice

Chapter 11: Organizing Meetings

- Introduction
- Planning Meetings
- Creating and Sending Requests
- Responding to a Request
- Coordinating Meetings
- Quick reference
- Practice

Chapter 12: Views, Folders and Item Management

- Introduction
- Working with default Views in Tables
- Creating and Managing Folders
- Copying, Moving, Deleting and Restoring Items
- Practice

Chapter 13: Managing Messages

- work with the print setup
- change default print styles
- create new print styles

Chapter 14: Categorizing, Sorting and Finding Items

- assigning items to categories
- sorting items
- finding items
- basics on working with Outlook
- working with views

Chapter 15: Printing and Style

- file messages by criteria
- working with search folders
- organize the inbox while you are away
- sending and receiving messages

This course is designed according to didactical standards. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide "Outlook 2003".