

## Outlook 2007

### What this course has to offer?

You will learn the basics and gain more in-depth knowledge of working with Outlook 2007, 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.

**Number of lessons: 71**

**Processing time approx. 6,5 h**

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### The Learning Contents Overview:

#### Chapter 1: What is Outlook?

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#### Chapter 2: The Desktop

Starting and Ending Outlook  
The Outlook Application Window  
Using the Menus  
The Navigation Pane and the To-Do Bar  
The Reading Pane  
Working with Toolbars

#### Chapter 3: Quick Start for Working with Outlook

Exchanging Messages by E-mail  
Creating and Sending Simple E-mail Messages  
The Standard View in the E-mail Module  
Reading and Answering Messages  
Entering Contacts  
Creating a To-Do List  
Entering and Managing Appointments in the Calendar  
Creating Notes

#### Chapter 4: Using the Outlook Help Function

Getting Quick Help with the Program  
Working with Outlook Help

#### Chapter 5: Creating and Sending Messages

Entering recipients  
Creating and Editing Messages  
Inserting Pictures and Hyperlinks  
Checking Spelling  
Sending Messages with Attachments  
Saving and Editing Draft Messages  
Sending Messages and Further Options

#### Chapter 6: Receiving Messages

Reading and Editing Incoming Messages  
Printing Messages  
Notification of Incoming E-mails  
Replying To and Forwarding Messages  
Opening Received Hyperlinks and Attachments  
Flagging Received Messages  
Security Settings for Receiving Messages

#### Chapter 7: Managing Contact Entries

Creating and Saving Contacts  
Editing Contacts  
Working with Contact Entries

#### Chapter 8: Working with the Address Book

Address Books in Outlook  
Creating Distribution Lists  
Working with Distribution Lists

#### Chapter 9: Scheduling

Entering Appointments with Details  
The Reminder Function  
Appointment Information and Calendar Snapshots  
Appointment Recurrence  
Printing Appointments and Calendar Details

#### Chapter 10: Task Management

Entering Tasks with Details  
Viewing and Printing Tasks  
Delegating a Task to Another Person  
Editing Delegated Tasks

#### Chapter 11: Organising Meetings

Creating and Sending Invitations  
Responding to an Invitation  
Coordinating Meetings

#### Chapter 12: Views, Folders and Element Management

Working with Standard Views in Table Form  
Creating and Managing Folders  
Copying, Moving, Deleting and Restoring Items

#### Chapter 13: Managing Messages

Instant Search and Search Folders  
Managing Messages with the Rules Wizard  
Managing Messages while Out of the Office  
Categorising E-mails

#### Chapter 14 Printing and Print Options

Print Preview  
Selecting and Customising the Print Style

This course, designed according to didactical standards, provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. 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 'Microsoft Outlook 2007'.