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Learning Solutions



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## Microsoft® Office Outlook™ 2010: Level 1

**Course length:** 8 hours

**Course Objective:** You will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

**Target Student:** This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

### Course Objectives

Upon successful completion of this course, students will be able to:

- explore the Outlook interface, send mail, and respond to messages.
- compose email messages.
- organize email messages into folders.
- manage contacts and contact information.
- schedule appointments.
- schedule a meeting.
- manage tasks and notes.

### Course Content

#### Lesson 1: Getting Started with Outlook

Topic 1A: Identify the Components of the Outlook Interface

Topic 1B: Read an Email Message

Topic 1C: Reply to and Forward an Email Message

Topic 1D: Print an Email Message

Topic 1E: Delete an Email Message

#### Lesson 2: Composing Messages

Topic 2A: Create an Email Message

Topic 2B: Format a Message

Topic 2C: Check Spelling and Grammar

Topic 2D: Attach a File

Topic 2E: Enhance an Email Message

Topic 2F: Send an Email Message

#### Lesson 3: Organizing Messages

Topic 3A: Manage Email Messages

Topic 3B: Move Email Messages into Folders

Topic 3C: Open and Save an Attachment

#### Lesson 4: Managing Contacts

Topic 4A: Add a Contact

Topic 4B: Sort and Find Contacts

Topic 4C: Find the Geographical Location of a Contact

Topic 4D: Update Contacts

#### Lesson 5: Scheduling Appointments

Topic 5A: Explore the Outlook Calendar

Topic 5B: Schedule an Appointment

Topic 5C: Edit Appointments

#### Lesson 6: Managing Meetings in Outlook

Topic 6A: Schedule a Meeting

Topic 6B: Reply to a Meeting Request

Topic 6C: Track and Update Scheduled Meetings

Topic 6D: Print the Calendar

#### Lesson 7: Managing Tasks and Notes

Topic 7A: Create a Task

Topic 7B: Edit and Update a Task

Topic 7C: Create a Note

Topic 7D: Edit a Note