

MICROSOFT Outlook 2000

Level 1 - Beginning

This class introduces the skills necessary for working with Outlook basics. Students will learn how to use Outlook messaging, manage their mail and working with contacts. Tasks including working with time management and creating and completing tasks.

Upon Completion of this course students will be familiar with and have skill to:

Getting Started

- Understanding Outlook 2000
- Examining The Projects
- Opening Outlook
- Using Help
- Working With The Outlook Bar

Working With E-mail

- Understanding E-mail
- Creating A Message
- Customizing A Message
- Sending And Receiving Messages
- Replying, Forwarding, And Recalling Messages
- Working With Attachments
- Printing Messages

Using Mail Management Tools

- Managing Mail Messages
- Using Mail Management Tools
- Sorting Mail Messages
- Managing Junk Mail Messages

Working With Contacts

- Understanding Contacts
- Viewing Contacts
- Creating New Contacts
- Editing Contact Information
- Using Contacts With Mail

Managing Time With Calendar

- Understanding Time Management
- Working With A Calendar
- Using Calendar To Schedule Appointments
- Changing Appointments
- Printing Calendars

Using Tasks

- Understanding Tasks
- Entering A Task
- Updating Tasks
- Viewing And Organizing Tasks

Using Notes

- Understanding Notes
- Using Notes
- Moving And Sending Notes
- Viewing And Organizing Notes

Application Project

- Advertising Design

Common Tools And Shortcuts

- Standard Tools
- New Items Tools
- Date Tools
- Organizational Tools
- Communications Tools
- Navigation Shortcuts

