

Microsoft Outlook Training Course

Overview

This course will provide you with the skills you need to start sending and responding to email in Outlook, as well as maintaining your calendar, scheduling meetings, and working with tasks and notes.

Outline

1. Getting Started with Outlook
 - Explore the interface
 - Send a message
 - Read messages
 - Reply to and forward a message
 - Print a message
 - Delete a message
2. Composing messages
 - Address a message
 - Format a message
 - Check spelling and grammar
 - Attach a file
3. Organizing messages
 - Open and save an attachment
 - Flag a message
 - Organize content with folders
4. Managing contacts
 - Add a contact
 - Sort and find contacts
 - Manage contacts
5. Scheduling appointments
 - Explore the calendar
 - Schedule an appointment
 - Assign categories and edit appointments
6. Scheduling meetings
 - Schedule a meeting
 - Reply to a meeting request
 - Propose a new meeting time
 - Manage meetings
 - Print the calendar
7. Managing tasks and notes
 - Create a task
 - Edit and update a task
 - Create a note
 - Edit a note
 - Display a note on the desktop