

Module 1 – Getting Started with Outlook 2007

- What Can I Do with Outlook?
- The Outlook Window
- Using the To-Do Bar
- Outlook Shortcuts

Module 2 – The Inbox and Messaging

- The Inbox
- Sending Messages
- Using Spell Check
- Automatic Spell Check
- Sending Attachments
- Using Formatting
- Receiving Messages
- Previewing Messages and Attachments
- Sending Replies and Forwarding
- Creating and Using Signatures
- Using Stationary

Module 3 – Managing Time and Contacts

- Creating a New Contact Record
- Creating Contact Folders
- Importing Contacts
- Changing Contact Views
- Sending a Message to More Than One Contact
- Creating a Distribution List

Module 4 – Working with the Calendar

- Calendar View
- Changing the Current View
- Using the Date Navigator
- Multiple Window View
- Scheduling Events
- Adding and Deleting Holidays
- Scheduling Appointments
- Creating Recurring Appointments
- Scheduling Meetings
- Requesting and Responding to Meeting Requests
- Printing Calendars
- Setting Calendar Options

Module 5 – Tasks, Notes, and Integration with Other Programs

- Creating a To Do List
- Assigning Due Dates
- Assigning Tasks
- Creating Notes
- Setting Task and Note Options
- Using Outlook Today
- Merge a Word Document Outlook Contacts