

# MS Outlook 2003 Introduction

## One Day Training Course



### **Course Aims:**

In standalone or single-user mode MS Outlook functions as desktop information manager (DTIM) including managing files and folders. On completion of this course, delegates will be able to manage their files and folders, set and keep track of their calendars, tasks and contacts and post Outlook Notes.

### **Course Outline:**

#### ***Introduction***

- An Overview of MS Outlook
- The Outlook Screen
- The Title Bar; Menu Bar
- The Standard Toolbar
- Outlook Bar; Folder Bar
- Group Buttons; Column Buttons
- Group by Box
- Information Viewer Window
- The Status Bar
- Exiting Outlook

#### ***Getting Assistance***

- Using the Office Assistant
- Looking Up Information in the Index & Contents
- Manipulating the Help Window
- Finding Out What is on the Screen

#### ***The Calendar***

- Creating an Appointment
- Changing Appointment Details
- Copying & Moving Appointment
- Changing the Finish Time of an Appointment
- Recurring Appointments
- Deleting an Appointment

#### ***Events***

- Adding an Event
- Displaying Events in the Weekly/Monthly Tab

- Changing Event Details
- Deleting an Event

#### ***The Task List***

- Adding & Editing a Task
- Marking a Task as Completed
- Sorting & Filtering Tasks
- Moving a Task to the Appointment Book
- Deleting a Task
- Creating Projects

#### ***Keeping Contacts***

- Creating a New Contact
- Editing a Contact
- Deleting a Contact
- Sorting the Contact Grid
- Finding a Contact
- Creating an Appointment from a Contact

#### ***Using Outlook Notes***

- Writing a Note
- Opening & Closing Notes
- Deleting Notes
- Changing the Look of Notes

#### ***Previewing & Printing from Outlook***

- Previewing your Items
- Printing your Items
- Print Layout Options

### **Target Audience:**

Intending, new or recent MS Outlook users who need to get to grips with using the essentials of this electronic desktop information management system in a short space of time

### **Assumed Knowledge:**

A basic understanding of PCs, experience of using a mouse and MS Windows 95, as gained from attendance on the "MS Windows 95 User Introduction" course or from the work place.