

SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

Introduction to Microsoft Outlook 2007

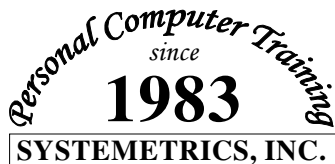
Duration: 1/2 day (3 hours)

Prerequisite(s): Familiarity with the Windows environment and using a mouse.

Environment: Microsoft Windows

Version(s): 2007. Not applicable to other versions of Outlook.

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Microsoft Outlook 2007.



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Who Should Take This Seminar: *Introduction to Microsoft Outlook 2007* will provide an introduction to the basic features of Outlook 2007, including sending, receiving and managing e-mail and managing contacts and appointments. Students are expected to have familiarity with the Windows environment, using a mouse. *This seminar is not appropriate for students using earlier versions of Microsoft Outlook or Outlook 2010.* Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, ext. 121.

Seminar Outline

I. General Outlook Features

- A. Navigation Pane
- B. Information Viewer
- C. Managing items
 - 1. Selecting items
 - 2. Copy and moving
 - 3. Deleting and undeleting

II. E-mail

- A. Using Outlook for e-mail
- B. Creating a new message
- C. Addressing a message
- D. Hiding the names of recipients
- E. Editing a message
- F. Attaching a file to a message
- G. Sending a message
- H. Reading a message
- I. Forwarding a message

III. Contacts

- A. Creating a new contact
- B. Adding a new contact from the same company
- C. Finding a contact

IV. Calendar

- A. Creating and editing an appointment
- B. Scheduling a meeting
- C. Entering an event
- D. Scheduling a reminder
- E. Creating recurring events

V. Tasks

- A. Adding a Task
- B. Editing a Task
- C. Viewing a Task list

VI. Notes

- A. Creating a note
- B. Viewing a note