

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Microsoft Outlook Essentials</b>
<b>Course Length:</b>	1 day
<b>Prerequisite:</b>	Basic Computer Skills
<b>Course Description:</b>	Topics include composing, sending and replying to e-mail messages, setting message options, setting Outlook options, tracking messages, using templates and drafts, organizing messages, sending message attachments, using contacts, scheduling appointments and recurring events, managing and assigning tasks, and using the Plan a Meeting feature.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Using Email Features<ol style="list-style-type: none"><li>1.1. Addressing Messages</li><li>1.2. Using Address Books</li><li>1.3. Creating Auto Signatures</li><li>1.4. Creating a Personal Distribution List</li><li>1.5. Saving Messages</li><li>1.6. Setting Message Options</li><li>1.7. Flagging and Tracking Messages</li><li>1.8. Using and Creating Message Templates</li><li>1.9. Using Stationary</li><li>1.10. Replying To and Forwarding Messages</li><li>1.11. Attaching Files</li><li>1.12. Sending Messages to Conduct a Vote</li><li>1.13. Managing Messages</li><li>1.14. Using Outlook's Organize Features</li></ol></li><li>2. Working with Contacts<ol style="list-style-type: none"><li>2.1. Adding and Editing Contacts</li><li>2.2. Contact Shortcuts</li><li>2.3. Using Find</li><li>2.4. Organizing Contacts</li><li>2.5. Advanced Features</li></ol></li><li>3. Using the Calendar<ol style="list-style-type: none"><li>3.1. Navigating the Calendar</li><li>3.2. Adding and Editing Appointments</li><li>3.3. Setting Recurring Appointments</li><li>3.4. Adding Events</li><li>3.5. Scheduling a Meeting with the Meeting Planner</li><li>3.6. Responding to Meeting Requests</li><li>3.7. Rescheduling a Meeting</li><li>3.8. Printing Calendars</li><li>3.9. Using Group Calendars</li></ol></li><li>4. Managing Tasks<ol style="list-style-type: none"><li>4.1. Adding and Editing Tasks</li><li>4.2. Assigning Tasks to Categories</li><li>4.3. Scheduling Tasks</li><li>4.4. Assigning Tasks to Others</li><li>4.5. Tracking Task Progress</li></ol></li><li>5. Using the Journal<ol style="list-style-type: none"><li>5.1. Adding and Editing a Journal Entry</li><li>5.2. Recording Journal Entries Automatically</li></ol></li><li>6. Using Notes</li></ol>