



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT8112
Course Name: Microsoft Outlook, Level 1
Course Length: 7 Hours

Last Revised On: 6/16/08

Description:

In this course you will learn the basics of using Microsoft Outlook as a communications tool. It will provide you with the skills you need to start sending and responding to email in Microsoft Outlook, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

Objectives:

- Compose and send e-mail
- Schedule appointments and meetings
- Manage contact information
- Manage tasks
- Learn to use Notes

Content:

1. Getting started with Outlook
 - Log on to Outlook
 - The Outlook environment
 - Compose and send a simple e-mail message
 - Open a message
 - Reply to a message
 - Print a message
 - Delete a message
2. Composing Messages
 - Address a message
 - Format a message
 - Check spelling and grammar
 - Attach a file
 - Forward a message
3. Managing Mail
 - Open and save an attachment
 - Flag a message
 - Create a folder
 - Move messages to a folder
 - Copy messages to folders
 - Delete a folder



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4. Scheduling Appointments
 - The Outlook calendar
 - Schedule an appointment
 - Assign a category to an appointment
 - Update calendar of events

5. Scheduling Meetings
 - Schedule a meeting
 - Reply to a meeting request
 - Propose a new meeting time
 - Track meeting responses
 - Update a meeting request
 - Cancel a meeting request
 - Print the calendar

6. Managing Contacts
 - Add a contact
 - Sort contacts
 - Find a contact
 - Generate a map
 - Edit a contact
 - Delete a contact
 - Print contacts

7. Managing Tasks
 - Create a task
 - Edit a task
 - Update a task

8. Using Notes
 - Create a note
 - Edit a note
 - Copy a note



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Prerequisites:

- Knowledge of the personal computer and Windows.

Method of Instruction:

- Lecture, demonstration, and hands-on activities.

Evaluation:

- Exam: NO
- Demonstration of Skills: YES
- Class Participation: YES