Microsoft Outlook 2007: Level 1

Course Duration: 1 day

Why Attend this course:

This course is the first in a series of three Microsoft® Office Outlook® 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Office Outlook® 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Who should attend:

This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or the equivalent knowledge of:

- Windows XP Professional: Level 1

- Windows XP Professional: Level 2

- Windows XP: Introduction

- Windows 2000: Introduction

Additional Information: **Course Content can be tailored to clients specific needs**

Course Objectives:

You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.
Upon successful completion of this course, students will be able to:

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.

- compose messages.

- use folders to organize messages.

- manage contacts and contact information.

- schedule appointments.

- schedule meetings.

- create and edit tasks.

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

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this course:**

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