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## **Microsoft Office 2003 & 2007 training** **Course Contents**

### **Introduction to Microsoft Outlook**

#### **Part One – E-mail**

Sending e-mails, reading.  
Prioritise critical mail with flags

#### **Part Two – Calendar**

Managing your time the way you want.  
Schedule appointments with others.  
Reminder of approaching deadlines.

#### **Part Three – Contact manager**

Group contacts by category.  
View contacts as a phone list.  
Search for contacts according to company.  
Filter your records the way you want.  
Dial the 'phone' and send faxes.  
Drag and drop a contact to send e-mail.

#### **Part Four -Tasks**

Manage your tasks and their deadlines.  
Attach documents in tasks.

#### **Part Five – Journal**

By date / directory / file name.

### **Microsoft Outlook Intermediate**

#### **Part one – Sharing information**

Creating public folders.  
Appointment items.  
Contact items.  
Journal items.  
Mail items.  
Note items.  
Task items.

#### **Part two – Altering existing forms**

Moving fields.  
Adding fields.  
Removing.

Part Three – Creating new forms

Setting up.  
Controlling permissions.