## Outlook 2007
8 week course outline

<table>
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<th>Session</th>
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| 1       | **Introduction to Outlook**  
  - Outlook components – Calendar, Contacts, Tasks, Journal, Notes, Inbox  
  - Navigating within Outlook  
  - The To-Do Bar | 5       | **Calendar**  
  - Changing calendar views  
  - Using the date navigator  
  - Marking holidays  
  - Scheduling events, appointments and recurring appointments  
  - Moving appointments  
  - Printing the calendar  
  - Saving a calendar as a web page |
| 2       | **Contacts**  
  - Entering contact information such as name, address, company, phone, fax, email address and web address  
  - Adding several contacts for the same company  
  - Categorising contacts  
  - Printing contact lists  
  - Grouping contacts in folders | 6       | **Meetings**  
  - Scheduling meetings  
  - Inviting attendees  
  - Re-scheduling a meeting  
  - Using Meeting Workspaces  
  - Using Outlook with Word  
  - Mail merge with Outlook |
| 3       | **Inbox**  
  - Specifying email settings  
  - Using the inbox to read, reply, send and delete email messages  
  - Using the address book to address mail  
  - Setting message options  
  - Changing inbox views | 7       | **Tasks**  
  - Adding single and repetitive tasks  
  - Reordering tasks  
  - Indicating the percentage completion of a task  
  - Sending task summaries to others via email  
  - Sending task requests to others |
| 4       | **Advanced Email**  
  - Attachments  
  - Distributions lists  
  - Flagging messages for follow up  
  - Sorting and moving messages  
  - Finding and organising messages  
  - Creating Signatures  
  - Adding importance | 8       | **Journal**  
  - Using the journal to record discussions with clients, customers, staff and other contacts  
  - Using the timeline to determine when activities occurred  
  - Searching and working with views  
  - Using Instant Search  
  - Arranging messages within a view  
  - Assigning colour categories  
  - Finding messages with Categories |

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