

Outlook 2010 – Level 1 Outline

TABLE OF CONTENTS

OUTLOOK 2010 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN OUTLOOK 2010?

LESSON 1 - OUTLOOK BASICS

- 1.1 INTRODUCING OUTLOOK
- 1.2 SETTING UP AN E-MAIL ACCOUNT
- 1.3 EXAMINING THE OUTLOOK SCREEN
- 1.4 USING THE NAVIGATION PANE
- 1.5 USING READING VIEW
- 1.6 CHANGING SCREEN MAGNIFICATION
- 1.7 USING THE RIBBON
- 1.8 CUSTOMIZING OUTLOOK
- 1.9 USING KEYBOARD SHORTCUTS
- 1.10 USING HELP

LESSON SUMMARY – OUTLOOK BASICS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - COMPOSING & SENDING E-MAIL

- 2.1 CREATING AN E-MAIL MESSAGE
- 2.2 CHECKING SPELLING
- 2.3 USING SIGNATURES
- 2.4 FORMATTING AN E-MAIL MESSAGE
- 2.5 USING STATIONERY
- 2.6 SENDING ATTACHMENTS
- 2.7 SETTING THE PRIORITY OF A MESSAGE
- 2.8 REQUEST A DELIVERY OR READ RECEIPT
- 2.9 INSERTING A HYPERLINK

LESSON SUMMARY – COMPOSING & SENDING EMAIL

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - RECEIVING E-MAIL

- 3.1 CHECKING FOR E-MAIL
- 3.2 READING E-MAIL
- 3.3 REPLYING TO A MESSAGE
- 3.4 FORWARDING A MESSAGE

- 3.5 RESENDING A MESSAGE
- 3.6 USING THE READING PANE
- 3.7 SAVING AND OPENING ATTACHMENTS
- 3.8 SUBSCRIBING TO RSS FEEDS

LESSON SUMMARY – RECEIVING E-MAIL
LESSON 3 QUIZ
LAB 3 – ON YOUR OWN

LESSON 4 - E-MAIL MANAGEMENT

- 4.1 MARKING MESSAGES AS UNREAD
- 4.2 FLAGGING MESSAGES
- 4.3 USING CATEGORIES
- 4.4 ARRANGING MESSAGES
- 4.5 DELETING MESSAGES
- 4.6 WORKING WITH MESSAGE FOLDERS
- 4.7 USING SEARCH FOLDERS
- 4.8 SEARCHING FOR MESSAGES
- 4.9 SAVING MESSAGES TO A FILE
- 4.10 PRINTING MESSAGES
- 4.11 MANAGING JUNK MAIL
- 4.12 USING RULES
- 4.13 USING QUICK STEPS
- 4.14 VIEWING MESSAGES BY CONVERSATION

LESSON SUMMARY – E-MAIL MANAGEMENT
LESSON 4 QUIZ
LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH CONTACTS

- 5.1 ADDING A NEW CONTACT
- 5.2 CHANGING CONTACT INFORMATION
- 5.3 ASSIGNING A CATEGORY TO A CONTACT
- 5.4 USING CONTACT VIEWS
- 5.5 DELETING A CONTACT
- 5.6 SENDING A MESSAGE TO A CONTACT
- 5.7 SEARCHING FOR A CONTACT
- 5.8 CREATING A CONTACT GROUP
- 5.9 ADDING A CONTACT PICTURE
- 5.10 CREATING CONTACT FOLDERS

LESSON SUMMARY – WORKING WITH CONTACTS
LESSON 5 QUIZ
LAB 5 – ON YOUR OWN

LESSON 6 - WORKING WITH THE CALENDAR

- 6.1 SCHEDULING AN APPOINTMENT
- 6.2 NAVIGATING THE CALENDAR
- 6.3 MODIFYING APPOINTMENTS
- 6.4 SETTING APPOINTMENT REMINDERS
- 6.5 SCHEDULING A MEETING

- 6.6 SCHEDULING AN EVENT
- 6.7 SCHEDULING A RECURRING ITEM
- 6.8 CHANGING CALENDAR OPTIONS
- 6.9 PRINTING A CALENDAR
- 6.10 WORKING WITH MULTIPLE CALENDARS
- 6.11 WORKING WITH CALENDAR GROUPS

LESSON SUMMARY – WORKING WITH THE CALENDAR
LESSON 6 QUIZ
LAB 6 – ON YOUR OWN

LESSON 7 - USING TASKS

- 7.1 CREATING TASKS
- 7.2 USING THE TO-DO BAR
- 7.3 EDITING TASKS
- 7.4 CREATING RECURRING TASKS
- 7.5 MARKING OFF A TASK
- 7.6 CHANGING TASK VIEWS
- 7.7 ASSIGNING TASKS TO OTHERS

LESSON SUMMARY – USING TASKS
LESSON 7 QUIZ
LAB 7 – ON YOUR OWN

LESSON 8 - CREATING NOTES & JOURNAL ENTRIES

- 8.1 CREATING NOTES
- 8.2 READING & MODIFYING NOTES
- 8.3 COLOR CATEGORIZING A NOTE
- 8.4 RESIZING & DELETING NOTES
- 8.5 PRINTING NOTES
- 8.6 USING AUTOMATIC JOURNALING
- 8.7 MANUALLY CREATING JOURNAL ENTRIES
- 8.8 VIEWING JOURNAL ENTRIES

LESSON SUMMARY – CREATING NOTES & JOURNAL ENTRIES
LESSON 8 QUIZ
LAB 8 – ON YOUR OWN

CLASS PROJECT

INDEX