



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK® 2010: LEVEL 1

Whether you are a beginner or need to brush up on your Outlook skills, you won't want to miss this comprehensive class. All essential email functions are explored as well as Outlook's other powerful modules—calendar, tasks, contacts and notes. The class is instructor-led with hands-on activities. Learn to:

- Explore the Outlook interface, send mail, and respond to messages.
- Compose messages.
- Use folders to organize messages.
- Manage contacts and contact information.
- Schedule appointments.
- Schedule meetings.
- Manage tasks and notes.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

You should have little or no experience with Outlook. You should have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Getting Started with Outlook

- Explore the Outlook Interface
- Read Email Messages
- Reply to and Forward an Email Message
- Print an Email Message
- Delete an Email Message

Lesson 2: Composing Messages

- Create an Email Message
- Format an Email Message
- Check Spelling and Grammar
- Attach a File
- Enhance an Email Message
- Send an Email Message

Lesson 3: Organizing Messages
 Manage Email Messages
 Move Email Messages into Folders
 Open and Save an Attachment

Lesson 4: Managing Contacts
 Add a Contact
 Sort and Find Contacts
 Find the Geographical Location of a Contact
 Update Contacts

Lesson 5: Scheduling Appointments
 Explore the Outlook Calendar
 Schedule an Appointment
 Edit Appointments

Lesson 6: Managing Meetings in Outlook
 Schedule a Meeting
 Reply to a Meeting Request
 Track and Update Scheduled Meetings
 Print the Calendar

Lesson 7: Managing Tasks and Notes
 Create a Task
 Edit and Update a Task
 Create a Note
 Edit a Note

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK FOR A REGULAR CLASSROOM SETUP. INDIVIDUAL SETUPS CAN BE SIMPLER.)

For this course, you will need one computer to run Windows Server 2010 Enterprise Edition and Exchange Server 2010. This system should have the following configuration:

- An x64 architecture-based computer with Intel processor that supports Intel Extended Memory 64 Technology (Intel EM64T) or AMD processor that supports the AMD64 platform.
- A minimum of 4 GB of RAM per server plus 5 MB of RAM recommended for each mailbox.
- Disk partitions formatted as NTFS file systems.
- At least 30 GB of disk space for installation.
- An additional 500 MB of available disk space for each Unified Messaging (UM) language pack that you plan to install.

- 200 MB of available disk space on the system drive.
- A DVD-ROM drive, local or network accessible.
- A 1024 x 768 resolution or higher monitor.
- A keyboard and mouse, or other pointing device.
- Paging file size should be equal to the amount of RAM on the server plus 10 MB.

Classroom Computers Setup:

- 1 GHz Pentium®-class processor or faster.
- A minimum of 1 GB of RAM is recommended.
- 10 GB of hard disk or larger. You should have at least 1 GB of free hard disk space available for Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft Windows Server 2008® Standard or Enterprise Edition x64 bit or Windows Server 2008® R2 Standard or Enterprise x64 bit.
- Microsoft Exchange Server 2010®.
- Microsoft Active Directory.
- Microsoft® Office® Professional Plus 2010.
- Windows XP Professional with Service Pack 3.
- Microsoft® Windows Search 4.0 (KB940157).
- Microsoft® Windows Rights Management Services — Client.

OTHER OUTLOOK CLASSES

- Level 2
- Level 3
- Calendar Tricks
- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal