



Microsoft Outlook 2010 Level 1

Course OUT10-1B 1 Day Instructor-led, Hands on

Introduction

Students will gain an introduction to Outlook and learn how to use e-mail, contacts, calendars, tasks, and notes in Outlook.

At Course Completion

Upon successful completion of this course, students will be able to:

- Use Outlook to create, format, and manage e-mail messages
- Manage contacts in Outlook
- Manage appointments and meetings in Outlook calendars
- Manage tasks using Outlook
- Manage notes using Outlook

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. 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.

Completion of one of the following courses or equivalent knowledge and skills is recommended:

- Windows 7 Introduction
- Windows 8 Introduction

Certification

This course is one of a series of courses that address Microsoft Office Specialist (MOS) skill sets. The MOS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Office Specialist certification.

Ways to Save

- ISInc Training Tickets
- Government GSA, CMAS Contracts
- Save with six or more students in the same class. A dedicated training class at your location or ours can save you even more.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Getting Around in Outlook 2010

- Exploring the Outlook 2010 Window
- Using the Outlook Ribbon
- Exploring the Mailbox
- Obtaining Help

Module 2: Using E-Mail

- E-Mail Etiquette
- Creating and Sending New E-Mail Messages
- Opening, Navigating and Responding to E-Mail Messages
- Enabling Automatic Spellcheck in E-Mail Messages
- Selecting and Editing an E-Mail Message
- Saving an E-Mail Message As a Draft

Module 3: Formatting E-Mail Messages

- Creating a Signature and Personal Stationery
- Exploring Message Formats
- Formatting Messages
- Inserting a Hyperlink

Module 4: Creating Contacts

- Creating New Contacts
- Editing Contacts
- E-Mailing Contacts
- Viewing Contacts

Module 5: Using the Calendar

- Exploring the Outlook Calendar
- Scheduling Calendar Appointments
- Editing and Deleting Calendar Appointments
- Creating a Recurring Calendar Appointment
- Creating an All Day Event
- Creating a Meeting Request

Module 6: Working With Tasks

- Creating Tasks
- Creating Recurring Tasks
- Categorizing Tasks
- Editing Tasks
- Completing Tasks
- Viewing Tasks
- Managing Tasks



Module 7: Working With Notes

- Creating Notes
- Using Different Note Views
- Managing Notes
- Editing and Deleting Notes
- Adding Categories to Notes
- Moving Notes to the Desktop