

## Information Technology and Computer Skills Training

# OUTLOOK 2007: INTERMEDIATE

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

### Course Content

#### WORKING WITH CONTACTS

##### Learning the Outlook 2007 Screen

- How to View the Contacts Folder
- How to Change the Contacts View
- How to Create a Contact

##### Organizing and Finding Information In Contacts

- How to Sort Contacts
- How to Find a Specific Contact
- How to Organize Contacts

##### Working with the Electronic Business Card

- How to Create and Edit an Electronic Business Card
- How to Use an Image as a Background for a Card
- How to Send Electronic Business Cards
- How to Save an Electronic Business Card In a Message

#### WORKING WITH THE ADDRESS BOOK

##### Using the Address Book

- How to Add or Remove an Address
- How to Find an Address in an Address Book

##### Creating A Distribution List

- How to Create a Distribution List
- How to Add and Remove Members in a Distribution List
- How to Send a Message to a List

#### WORKING WITH THE CALENDAR

##### Understanding The New Interface

- How To View Your Calendar
- How To Navigate In The Calendar

##### Scheduling Holidays, Appointments & Events

##### Managing and Organizing Activities

##### Sharing Calendars

##### Scheduling and Managing Meeting Requests

#### WORKING WITH TASKS

##### Creating and Updating Tasks

- How to Create a Task
- How to Create a To-Do Item from a Contact
- How to Create a Task in the Daily Task List in Calendar
- How to Open, Update and Prioritize a Task

##### Managing and Organizing Tasks

- How to View, Sort and Organize Tasks
- How to Assign a Task
- How to Accept/Decline an Assigned Task
- How to Share Task Information with Others

#### WORKING WITH NOTES AND THE JOURNAL

##### Creating, Organizing and Modifying Notes

- How to Record Journal Entries
- How to Change the Journal View
- How to Open and Modify a Journal Entry

#### ADVANCED EMAIL FEATURES

##### Using the Out of Office Assistant and Rules

##### Reducing Junk E-mail and SPAM

##### Working with Stationery

##### Working with Voting

##### Creating a Signature

##### Importing and Exporting Outlook Information