Saskatoon Business College
Corporate Training Centre
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Microsoft® Office Outlook® 2007
Level 1 of 3

Course Length: 1-day (8:30am – 4:30pm)
Course Cost: $295+ GST

Course Description
This course is the first in a series of three Microsoft Office Outlook 2007 1-day training courses. It will provide you with the skills you need to start sending and responding to email in Outlook 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Performance-Based Objectives
Upon successful completion of this course, you will be able to:

- ✓ Identify the components of the Outlook environment.
- ✓ Sending and responding to email messages.
- ✓ Compose messages.
- ✓ Use folders to organize messages.
- ✓ Manage contacts and contact information.
- ✓ Schedule appointments.
- ✓ Schedule meetings.
- ✓ Manage tasks and notes more accurate.

Course Content
Getting Started with Outlook
- Explore the Outlook Interface
- Send a Simple Message
- Read Messages
- Reply to and Forward a Message
- Print a Message
- Delete a Message

Composing Messages
- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Organizing Messages
- Open and Save an Attachment
- Flag a Message
- Organize Content with Folders

Managing Contacts
- Add a Contact
- Sort and Find Contacts
- Find the Geographical Location of a Contact
- Manage Contacts

Scheduling Appointments
- Explore the Outlook Calendar
- Schedule an Appointment
- Assign Categories and Edit Appointments

Scheduling Meetings
- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Manage Meetings
- Print the Calendar

Managing Tasks and Notes
- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note
- Display a Note on the Desktop