



Core Training for Microsoft Office Outlook 2003

Course Description

The course will offer an instructor-lead classroom/workshop experience with supporting hands-on exercise. The course will focus on the Core (Basic) elements of MS Outlook 2003. The course will be presented using the latest version of Jaws.

Objectives

To introduce the student to the Core elements in Outlook 2003 and the application of these skills in the daily use of MS Outlook 2003

Course Content

1. Working with Outlook

- Starting Outlook for the First Time
- Reading Messages and Opening Attachments
- Responding to Messages
- Creating New Messages
- Using Address Books
- Attaching Files to Messages
- Sending and Receiving Messages
- Printing Messages
- Creating and Sending Instant Messages

3. Finding and Organizing E-Mail Messages

- Finding and Categorizing Messages
- Using Search Folders
- Filtering Messages
- Managing Messages through Rules
- Organizing Messages in Folders
- Sharing Folders with Others
- Saving Messages in Other Formats
- Archiving Messages

5. Scheduling and Managing Meetings

- Scheduling Meetings
- Responding to Meeting Requests
- Updating and Canceling Meetings
- Viewing Other Users' Calendars
- Saving a Calendar as a Web Page

2. Managing E-Mail Messages

- Formatting Messages
- Changing Message Settings and Delivery Options
- Customizing How You View Messages
- Managing Messages with Color
- Adding Signatures to Messages
- Flagging Messages for Follow-Up

4. Managing Your Calendar

- Looking at Calendars in Different Ways
- Scheduling Appointments and Events
- Managing and Organizing Appointments
- Working with Multiple Calendars
- Defining Your Available Time
- Labeling Appointments with Color
- Printing Calendars



Sensory Solutions (Pty) Ltd Tel: (+2712) 664 7704
PO Box 17269 Fax: (+2712) 664 7706
Lyttelton Manor Skype: sensorysolutions
0140 info@sensorysolutions.co.za
Centurion www.sensorysolutions.co.za
South Africa 2006/030518/07

Who Should Attend

Persons using Jaws and MS Outlook on a regular basis to access, edit and create all types of Email documents.

Prerequisites

A familiarity with the Windows environment and the basic operation of Jaws

Course Duration

2 Days (8:30 to 12:00 – 12:30 to 16:00)