

Outlook 2000 Level One

Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basics about Outlook 2000. We recommend you first take a Windows class before Outlook 2000 Level One.

Course Content

Lesson 1: Getting Started with Outlook 2000

- Overview of Outlook 2000
- Overview of Outlook Today

Lesson 2: Using Mail

- Creating and Sending Messages
- Acting on Messages
- Working with Address Books
- Recalling and Printing

Lesson 3: Handling Messages

- Message Handling Options
- Inserting Text into a Message
- Creating Signatures

Lesson 4: Managing Folders

- Creating and Using Personal Folders
- Using the Organize Page
- Paragraph Formatting

Lesson 5: Working with Appointments and Events

- Scheduling Appointments
- Assigning Categories
- Editing Appointments
- Inserting Events

Lesson 6: Scheduling and Managing Meetings

- Creating and Sending Meeting Requests
- Working with Meeting Requests
- Managing Meeting Responses

Lesson 7: Managing Tasks and Contacts

- Managing Tasks
- Adding and Editing Contacts