

# Outlook 2002 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 2002. We recommend you first take a Windows class before Outlook 2002 Level One.

## Course Content

### Lesson 1: Sending Messages

- Compose and Send a Message
- Change Message Format
- Check Spelling and Grammar
- Attach File to Message
- Create and Add a Signature to a Message
- Send a Message with Voting Buttons

### Lesson 2: Checking and Replying To Messages

- Open a Message
- Open a Message Attachment
- Save Attachment
- Reply to Message
- Print Message
- Mark Message Unread
- Reply to a Voting Button Message
- Recall a Message
- Delete a Message

### Lesson 3: Scheduling Appointments and Events

- Add an Appointment to the Calendar
- Schedule a Recurring Appointment
- Assign a Category to an Appointment
- Edit Appointment
- Delete an Appointment
- Schedule an Event
- Print the Calendar

### Lesson 4: Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track and Update a Meeting
- Cancel a Meeting

### Lesson 5: Using Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Edit a Contact
- Create a Custom Category

### Lesson 6: Creating Tasks

- Create a Task
- Update a Task
- Update Task List
- Assign Task to Contact

### Lesson 7: Managing a Messages

- Sort Messages
- Create a New Folder
- Move Messages Between Folders
- Move Folders
- Delete a Folder
- Search for Messages

### Lesson 8: Using Notes

- Create a Note
- Move a Note
- Resize a Note
- Assign Contacts to Notes
- Assign Categories to Notes