



CenterPoint Solution, LLC

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MICROSOFT® OUTLOOK® 2003 - BEGINNING LEVEL

Course Description:

This course is the first in a series of three Microsoft® Office® Outlook® courses. It will provide you with the skills you need to start sending and responding to email in Microsoft® Outlook® 2003, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes.

Who Should Take This Course:

This course is designed for people with a basic understanding of Microsoft® Windows® who need to learn how to use Microsoft® Outlook® 2003 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Achieved Results:

You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

Course Outline:

- Outlook® Overview
- Composing Messages
- Managing Mail
- Scheduling Appointments
- Scheduling Meetings
- Managing Contacts
- Creating and Updating Tasks
- Creating and Editing Notes