



# CenterPoint Solution, LLC

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## MICROSOFT® OUTLOOK® - BEGINNING LEVEL 2007

### *Course Description:*

This course will provide you with the skills you need to start sending and responding to email in Microsoft® Office 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.

### *Who Should Take This Course:*

This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft® Office Outlook® 2007 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:*

- Identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- Compose messages.
- Use folders to organize messages.
- Manage contacts and contact information.
- Schedule appointments.
- Schedule meetings.
- Create and edit tasks.