Microsoft Outlook 2010
Level 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

The skills and knowledge acquired in *Microsoft Outlook 2010 Level 1* are sufficient to be able to manage e-mail, schedule appointments, and keep track of contact information.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ gain an overview of the benefits of email
➢ start *Outlook 2010* and navigate the various features
➢ create and send email messages
➢ receive emails in your *Inbox*
➢ competently work with file and item attachments within email messages
➢ work with message flags and reminders
➢ work effectively with junk email
➢ work with the *Calendar* feature in *Outlook*
➢ create and work with contacts
➢ create and work with tasks

❖ **Target Audience**

This course is designed for users who are new to email, calendaring, and contacts management and need to know how to get up and running quickly and efficiently using *Microsoft Outlook 2010*.

❖ **Prerequisites**

This course assumes little or no knowledge of *Microsoft Outlook 2010*. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages/Duration**

140 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in *Microsoft Outlook 2010 Level 1* require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF1025*.

❖ **Methodology**

The *In Focus* series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence

Need more? Here's a suggested learning path based on this title…

| This title… | INF1025 Microsoft Outlook 2010 Level 1 |
| Then… | INF1026 Microsoft Outlook 2010 Level 2 |

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, August 23, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Microsoft Outlook 2010
Level 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Contents

Product Information