



Microsoft Outlook 2010

Module 1



INFocus COURSEWARE

Module Series

Order Code: INF1028 ISBN: 978-1-925179-95-8

❖ General Description

The skills and knowledge acquired in **Microsoft Outlook 2010 Module 1** are sufficient to be able to use email, schedule appointments and keep track of your contact information.

❖ Learning Outcomes

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

- 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
- organise and work with mail folders and use quick steps
- use the search facilities to locate messages and other **Outlook** items
- work with message flags and reminders
- work effectively with junk email
- work with the **Calendar** feature in **Outlook**
- schedule appointments and events in your calendar
- schedule meetings using **Microsoft Outlook**
- create and work with contacts
- create and work with tasks

❖ Target Audience

Microsoft Outlook 2010 Module 1 is designed for users who are keen to send and receive email, schedule appointments and maintain their contact details information.

❖ Prerequisites

Microsoft Outlook 2010 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

186 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Outlook 2010 Module 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 **INF1028**.

❖ 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

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* 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 Thursday, December 01, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



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Module 1



WATSONIA PUBLISHING

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- ✓ Common Outlook 2010 Screen Elements
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- ✓ Using Ribbon KeyTips
- ✓ Minimising The Ribbon
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- ✓ Accessing The Backstage View
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
- ✓ Navigating To Outlook Features
- ✓ The Navigation Pane
- ✓ The To-Do Bar
- ✓ The Mail Screen
- ✓ The Calendar Screen
- ✓ The Contacts Screen
- ✓ The Tasks Screen
- ✓ The Notes Screen
- ✓ The Outlook Today Screen
- ✓ Exiting Outlook

➤ Sending Email

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- ✓ How Outlook Mail Works
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- ✓ The Message Window
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- ✓ Adding Importance
- ✓ Requesting Message Receipts
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- ✓ Creating An AutoSignature
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- ✓ Sending A Courtesy Copy
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- ✓ Replying To A Message In A Conversation
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➤ Organising Messages

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➤ Junk Email

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- ✓ Importing A Blocked Senders List
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➤ Working With The Calendar

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- ✓ Changing The Calendar Arrangement
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- ✓ Navigating Within A Calendar
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- ✓ Creating A Second Time Zone
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- ✓ Scheduling Using The Appointment Window
- ✓ Rescheduling An Appointment To Another Day
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- ✓ Changing Recurring Appointments
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- ✓ Categorising Activities
- ✓ Printing Your Calendar
- ✓ Deleting Activities

➤ Scheduling Meetings

- ✓ Scheduling A Meeting
- ✓ Meeting Response Options
- ✓ Responding To Meeting Requests



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- ✓ Tracking Meeting Responses
- ✓ Changing A Meeting
- ✓ Adding Or Removing Attendees
- ✓ Preventing Responses
- ✓ Cancelling A Meeting
- ✓ The Scheduling Assistant
- ✓ Using The Scheduling Assistant
- ✓ Scheduling Meetings Using Calendar Groups

➤ **Contacts**

- ✓ Understanding The Contact Form
- ✓ Understanding Electronic Business Cards
- ✓ Viewing Your Contacts
- ✓ Creating A New Contact
- ✓ Entering Contact Details
- ✓ Editing Contact Details
- ✓ Inserting A Contact Picture
- ✓ Adding Contacts For An Existing Company
- ✓ Changing A Business Card Layout
- ✓ Deleting An Unwanted Contact
- ✓ Recovering A Deleted Contact
- ✓ Printing Contact Details

➤ **Tasks**

- ✓ Viewing Tasks
- ✓ Creating Simple Tasks
- ✓ Typing Tasks Directly
- ✓ Changing Task Views
- ✓ Sorting Tasks
- ✓ Completing Tasks
- ✓ Deleting Tasks
- ✓ Printing A Task List

➤ **Concluding Remarks**



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