

MICROSOFT OUTLOOK V2003 INTERMEDIATE COURSE OUTLINE IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a working knowledge or have attended the Microsoft Outlook Introduction course.

Topics to be covered

Calendar

- Calendar views
- Adding appointments into the calendar
- Deleting appointments
- Recurring appointments
- Setting a reminder
- Print the calendar views

Scheduling meetings

Tasks

- Creating tasks
- Completing tasks
- Recurring tasks
- Assigning tasks to other people
- Deleting tasks

Contacts

- Contact views
- Creating contacts and their details
- Creating distribution lists

Notes

- Creating notes
- Modifying notes
- Deleting notes

Additional Topic

- Using the organizer

