



Microsoft Outlook for Mac 2011 **Level 1 Training**

Learning Outcomes:

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

- Explore the Outlook interface, send email, and respond to messages.
- Compose email messages.
- Organise email messages.
- Manage contacts and contact information.
- Schedule appointments.
- Manage meetings in Outlook.
- Manage tasks and notes.

Prerequisites:

To be successful in this course, you should be familiar with the Macintosh environment and be able to use Macintosh to manage information or have equivalent experience.

Duration:

1 Day

Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart
Ph: 1300 667 660 Email: training@cto.com.au Web: www.cto.com.au

Microsoft Outlook for Mac 2011
Level 1 Training

Getting Started with Outlook

Identify the Components of the Outlook Interface
Read an Email Message
Reply to and Forward an Email Message
Print an Email Message
Delete an Email Message

Composing Messages

Create an Email Message
Format a Message
Check Spelling and Grammar
Attach a File
Send an Email Message

Organizing Messages

Manage Email Messages
Move Email Messages into Folders
Open and Save an Attachment

Managing Contacts

Add a Contact
Sort and Find Contacts
Find the Geographical Location of a Contact
Update Contacts

Scheduling Appointments

Explore the Outlook Calendar
Schedule an Appointment
Edit Appointments

Managing Meetings in Outlook

Schedule a Meeting
Reply to a Meeting Request
Track and Update Scheduled Meetings
Print the Calendar

Managing Tasks and Notes

Create a Task
Edit and Update a Task
Create a Note
Edit a Note