

## Microsoft Outlook 2010

### Program Highlights:

It's not just for e-mail anymore. Take advantage of Outlook's redesigned interface and new features to become more organized and productive than ever before. Learn to manage your contacts, e-mail, tasks, and calendar with this powerful business tool. Windows Basics and Word Basics or equivalent experience is recommended. Tuition includes a textbook.

### Job Outlook:

Microsoft Certified Professionals can find employment as IT professionals, technology trainers, developers and system architects. Microsoft Office Specialists tap into the full features and functionality of Microsoft Office, resulting in increased job candidate marketability, improved academic performance, and enhanced confidence & productivity in the workplace.

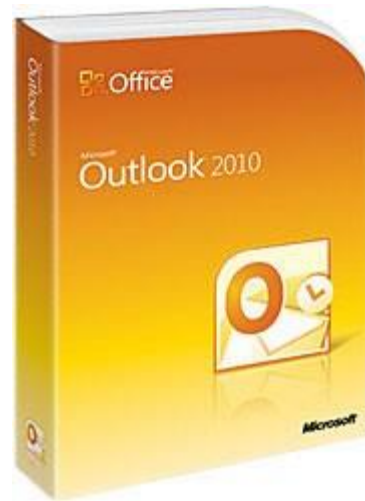
### Certification:

Microsoft Office Specialist (MOS) certifications are the only globally recognized credentials that validate your technical expertise in Microsoft Office Suite.

MOS: Microsoft Office Outlook 2010 Exam #884

### Next Steps:

Microsoft Outlook Level 2



### Benefits:

- Manage large amounts of e-mail with ease
- Stay productive and in touch with your personal and business networks.
- Learn quick steps to take multi-stepped tasks down to just a single click.

# Course Outline

	DESCRIPTION
<b>UNIT 1:</b> Getting Started	<ul style="list-style-type: none"><li>• The Program Window</li><li>• Outlook Today</li><li>• Getting Help</li></ul>
<b>UNIT 2:</b> E-Mail	<ul style="list-style-type: none"><li>• Reading Messages</li><li>• Creating and Sending Messages</li><li>• Working with Messages</li><li>• Handling Attachments</li></ul>
<b>UNIT 3:</b> E-Mail Management	<ul style="list-style-type: none"><li>• Setting Message Options</li><li>• Managing Junk E-Mail</li><li>• Using Search Folders</li><li>• Printing Messages and Attachments</li></ul>
<b>UNIT 4:</b> Contacts	<ul style="list-style-type: none"><li>• Working with Contacts</li><li>• Using Contact Groups</li><li>• Using the People Pane</li></ul>
<b>UNIT 5:</b> Tasks	<ul style="list-style-type: none"><li>• Working with Tasks</li><li>• Managing Tasks</li></ul>
<b>UNIT 6:</b> Appointment and Events	<ul style="list-style-type: none"><li>• Creating and Sending Appointments</li><li>• Modifying Appointments</li><li>• Working with Events</li><li>• Using Calendar Views</li></ul>
<b>UNIT 7:</b> Meeting Requests and Responses	<ul style="list-style-type: none"><li>• Scheduling Meetings</li><li>• Managing Meetings</li></ul>