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## Outlook 2003 - Level 1

### Duration:

Instructor-led Classroom Learning - 1.00 Day(s)  
Online Anytime - Self Paced  
Mentored Learning - Flexible

### Overview:

This course will provide students with the skills needed to start sending and responding to email in Microsoft Office Outlook 2003, as well as maintaining the Calendar, scheduling meetings, and working with tasks and notes.

### Who Should Attend:

This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Office Outlook 2003 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is intended for persons interested in pursuing the Microsoft Office Specialist certification for Outlook.

### At Course Completion:

You will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

### Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1  
Windows XP (New Version) – Level 2

### Outline:

#### Lesson 1: Getting Started with Outlook

- Log On to Outlook
- The Outlook Environment
- Compose and Send a Simple Message
- Open a Message
- Reply to a Message
- Print a Message
- Delete a Message



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## **Lesson 2: Composing Messages**

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Forward a Message

## **Lesson 3: Managing Mail**

- Open and Save an Attachment
- Flag a Message
- Create a Folder
- Move Messages to a Folder
- Copy Messages to Folders
- Delete a Folder

## **Lesson 4: Scheduling Appointments**

- The Outlook Calendar
- Schedule an Appointment
- Assign a Category to an Appointment
- Update Calendar Entries

## **Lesson 5: Scheduling Meetings**

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

## **Lesson 6: Managing Contacts**

- Add a Contact
- Sort Contacts
- Find a Contact
- Generate a Map
- Edit a Contact



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[Delete a Contact](#)  
[Print Contacts](#)

#### **Lesson 7: Managing Tasks**

[Create a Task](#)  
[Edit a Task](#)  
[Update a Task](#)

#### **Lesson 8: Using Notes**

[Create a Note](#)  
[Edit a Note](#)  
[Copy a Note](#)