

# C-TREC

A Division of Blue Lance

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**Number of Days:** 1

**Format:** Instructor-Led

## Microsoft® Office Outlook® 2003: Level 3

### Course Description

This course is the third in a series of Microsoft® Office Outlook® 2003 courses. It builds on the email and calendaring skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share and link contacts, create forms, and work offline and remotely.

**Course Objective:** You will communicate using Instant Messaging, personalize and organize your mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

**Target Student:** Persons with an intermediate understanding of Outlook who need to use Outlook to communicate using Instant Messaging, personalize and organize their mail, organize Outlook items, share and link contacts, create forms, and work offline and remotely.

**Prerequisites:** This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge thereof) are required: Either Windows XP: Introduction or Windows 2000: Introduction, Windows XP Professional: Levels 1 & 2 (if using Windows XP) Microsoft® Office Outlook® 2003: Levels 1 & 2 Microsoft® Office Word 2003: Level 1

### Performance Based Objectives

Upon successful completion of this course, students will be able to:

- Communicate using MSN Messenger.
- Personalize your mail by using stationery and signatures.
- Organize Outlook items by grouping, creating Search Folders, setting rules, and applying conditional formatting.
- Use contacts to share, link, and communicate information.
- Save and archive mail.
- Create a custom form.
- Set up your computer for offline and remote use.

## Course Content

### **Lesson 1: Communicating Using MSN Messenger**

- Topic 1A: Obtain a Hotmail Account
- Topic 1B: Add Contacts
- Topic 1C: Send and Receive Instant Messages
- Topic 1D: Attach a File
- Topic 1E: Change MSN Messenger Status
- Topic 1F: Change MSN Messenger Options

### **Lesson 2: Personalizing Your Mail**

- Topic 2A: Use Stationery
- Topic 2B: Create Custom Stationery
- Topic 2C: Create Signatures
- Topic 2D: Modify Signatures

### **Lesson 3: Organizing Outlook Items**

- Topic 3A: Group Items
- Topic 3B: Create Search Folders
- Topic 3C: Create Rules
- Topic 3D: Apply Conditional Formatting

### **Lesson 4: Working with Contacts**

- Topic 4A: Forward Contacts
- Topic 4B: Create a vCard from a Contact
- Topic 4C: Export Contacts
- Topic 4D: Perform a Mail Merge
- Topic 4E: Link Items to a Contact

### **Lesson 5: Saving and Archiving Mail**

- Topic 5A: Save Messages in Alternate Formats
- Topic 5B: Archive Messages
- Topic 5C: Protect Personal Folders

### **Lesson 6: Creating a Custom Form**

- Topic 6A: Add Form Fields
- Topic 6B: Save a Form
- Topic 6C: Test a Form

## **Lesson 7: Working Offline and Remotely**

Topic 7A: Create an Offline Folder File

Topic 7B: Make a Folder Available Offline

Topic 7C: Create a Send/Receive Group

Topic 7D: Download Messages