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**M J H COMPUTER TRAINING**

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# Microsoft® Office Outlook® 2010: Level 1

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**Course Length: 1Day**

## Course Content

### Lesson 1: Getting Started with Outlook

**Topic 1A:** Identify the Components of the Outlook Interface

**Topic 1B:** Read an Email Message

**Topic 1C:** Reply to and Forward an Email Message

**Topic 1D:** Print an Email Message

**Topic 1E:** Delete an Email Message

### Lesson 2: Composing Messages

**Topic 2A:** Create an Email Message

**Topic 2B:** Format a Message

**Topic 2C:** Check Spelling and Grammar

**Topic 2D:** Attach a File

**Topic 2E:** Enhance an Email Message

**Topic 2F:** Send an Email Message

### Lesson 3: Organizing Messages

**Topic 3A:** Manage Email Messages

**Topic 3B:** Move Email Messages into Folders

**Topic 3C:** Open and Save an Attachment

### Lesson 4: Managing Contacts

**Topic 4A:** Add a Contact

**Topic 4B:** Sort and Find Contacts

**Topic 4C:** Find the Geographical Location of a Contact

**Topic 4D:** Update Contacts

### Lesson 5: Scheduling Appointments

**Topic 5A:** Explore the Outlook Calendar

**Topic 5B:** Schedule an Appointment

**Topic 5C:** Edit Appointments

### Lesson 6: Managing Meetings in Outlook

**Topic 6A:** Schedule a Meeting

**Topic 6B:** Reply to a Meeting Request

**Topic 6C:** Track and Update Scheduled Meetings

**Topic 6D:** Print the Calendar

### Lesson 7: Managing Tasks and Notes

**Topic 7A:** Create a Task

**Topic 7B:** Edit and Update a Task

**Topic 7C:** Create a Note

**Topic 7D:** Edit a Note