

## Microsoft Office Outlook 2007: Levels 1 – 3 Instructor-Led (Classroom) - One Day Per Level

### Level 1 - Course Description

This course is the first in a series of three Microsoft Office Outlook 2007 courses. It will provide you with the skills you need to start sending and responding to email in Microsoft Office Outlook 2007, as well as maintaining your Calendar, scheduling meetings, and working with tasks and notes. In this course, you will compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes.

### Who Needs To Attend

This course is designed for any person with a basic understanding of Microsoft Windows who needs to use Microsoft Office Outlook 2007 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. In addition, this course helps prepare students who desire to take the Microsoft Certified Applications Specialist certification for Outlook.

### Prerequisites

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders. The following courses are recommended, or you should have equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

### Course Fee

\$245

### Level 2 - Course Description

If you have been using Microsoft Office Outlook 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Office Outlook 2007 courses. In this course, you will customize your Outlook environment, Calendar, mail, folders, and also track, share, assign, and quickly locate various Outlook items

### Who Needs To Attend

This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.



## Level 2 - Course Description (Continued)

### Prerequisites

Before taking this course, students are required to take the following courses or possess equivalent knowledge of:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction
- Microsoft Office Outlook 2007: Level 1

### Course Fee

\$245

## Level 3 - Course Description

This course is the third in a series of Microsoft Office Outlook 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

### Who Needs To Attend

This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, 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:

- Windows XP: Introduction or Windows 2000: Introduction
- Windows XP Professional: Level 1
- Windows XP Professional: Level 2 (if using Windows XP)
- Microsoft Office Outlook 2007: Level 1 (Second Edition)
- Microsoft Office Outlook 2007: Level 2 (Second Edition)
- Microsoft Office Word 2007: Level 1 (Second Edition)

### Course Fee

\$245

For more information contact Karen Stewart at (702) 697-2242 or [KStewart@DatanamicsInc.com](mailto:KStewart@DatanamicsInc.com).