

# Microsoft Outlook 2000

## Module 1

### General Information

**General Description:**

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Outlook 2000 to create and manage e-mail, create and track messages, journal documents and files, and more.

**Learning Outcomes:**

At the completion of this courseware participants will be able to:

- create and delete contacts
- send and receive messages
- open a message with an attachment
- forward, reply to and sort messages
- create new mail folders
- use an AutoSignature
- create, test and disable a rule
- access and customise the calendar
- schedule meetings, create events and recurring appointments
- create, respond to, group and complete tasks
- organize and filter contacts
- locate and archive journal data and retrieve archived data
- create and print notes
- setup or subscribe to an Internet newsgroup
- understand the relevant health and safety issues relating to computer usage

**Target Audience:**

This course is intended for people who wish to competently use the core functions of Microsoft Outlook 2000.

**Prerequisites:**

This course is designed for participants with little or no knowledge of the software.

**Statistics:**

17 chapters, and 126 pages.

**Approx\* Duration:**

87 exercises. Anticipated duration\* of 14.5 hours

**Course Files:**

Course files are available for this courseware and can be downloaded free of charge from **[www.watsoniapublishing.com](http://www.watsoniapublishing.com)**.

**Methodology:**

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants use the core functions of Microsoft Outlook 2000, including e-mail, scheduling, the calendar, tasks, contacts, journals and notes.

**Resource Sequence:**

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*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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Publisher Details

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