

# Microsoft Outlook 2000 Level 2

## 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 tasks, work with document and file journals, electronic sticky notes, and Outlook Today.

### Learning Outcomes:

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

- create, test and disable a rule
- 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 create and manage tasks, work with document and file journals, electronic sticky notes, and Outlook Today.

### Prerequisites:

This course is designed for participants with a some basic knowledge of the software. Ideally participants will have completed INF127 Microsoft Outlook 2000 Level 1.

### Statistics:

9 chapters, and 64 pages.

### Approx\* Duration:

46 exercises. Anticipated duration\* of 8 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 create and manage tasks, work with document and file journals, electronic sticky notes, and Outlook Today.

### Resource Sequence:

INF127 Microsoft Outlook 2000 Level 1  
INF128 Microsoft Outlook 2000 Level 2

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

*This information sheet was produced on Tuesday, September 09, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



# Microsoft Outlook 2000

## Level 2

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