

COURSE OUTLINE

CMSY-127

Microsoft® Outlook

1 Credit

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to use Microsoft® Outlook to send and receive e-mails, organize schedules and events, and maintain contact lists, to-do lists, and notes. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work (except tests) may be done outside of class if student has the complete version of Microsoft® Outlook (Not Outlook Web Access).

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Create, send, reply, forward, and print e-mail messages.
2. Schedule, edit, and move appointments.
3. Schedule events and meetings.
4. Change calendar options; customize calendar view.
5. Add, edit, delete, find, sort, and print contacts.
6. Add, update, delete, assign, and accept tasks.
7. Create and edit notes.
8. Integrate Outlook with other Office programs and the Internet.
9. Customize rules, search options, and the Navigation Pane.

Major Topics

- I. E-Mail
 - A. Creating, sending, reading, deleting, and replying to messages
 - B. Creating a new entry in an address book
 - C. Creating a signature
 - D. Filtering, finding, and sorting messages
 - E. Organizing messages into folders
 - F. Changing message options
 - G. Managing attachments
- II. Tasks and Schedules
 - A. Scheduling appointments and recurring appointments
 - B. Changing calendar options and view
 - C. Editing and moving appointments
 - D. Scheduling events and meetings
 - E. Creating and editing notes
 - F. Creating and assigning tasks
- III. Contacts
 - A. Adding, editing, deleting, finding, sorting, and printing contacts
 - B. Creating and using a Contacts folder
- IV. Integration and the Internet
 - A. Importing and exporting files
 - B. Viewing Web pages

- V. Customize
 - A. Customizing and publishing calendars
 - B. Creating and managing Quick Steps
 - C. Configuring Outlook options
 - D. Customizing the Navigation Pane
 - E. Customizing the To-Do Bar, menus and toolbars

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

- Computer hands-on tests
- Projects
- Multiple choice, true/false tests

Other Course Information

Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.

This course is a business elective.

Word processing skills as listed in the CMSY102 Beginning Word Processing course outline are strongly recommended.