



## **Computer Basics with Outlook 2010 Course Outline**

### **Section 1 - Hardware Basics**

- Turning on the computer
- Monitor
- Keyboard
- Mouse
- Central Processing Unit
- Modems and printers
- Disk storage devices
- CD's and DVD's and USB's

### **Section 2 - Software Basics**

- Operating systems
- Units of measure
- Libraries, files and folders
- Local disk storage
- Command prompt
- Application software

### **Section 3 - Using Windows 7**

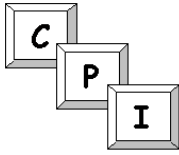
- User accounts
- Passwords and images
- The Desktop and icons
- Taskbar and Start menu
- Windows Explorer
- Libraries and folders
- Launching applications
- Managing multiple windows
- Aero Peek preview
- Shake and Snap features
- Menus and dialog boxes
- Ending a session

### **Section 4 - Views and Folder Options**

- Icon views
- Folder options
- New folders
- Burning files to CDs
- Desktop shortcuts
- Show menus
- File extensions and compatibility
- Media player
- Picture CDs and Picture Viewer
- Control Panel
- DVDs and other options

### **Section 5 - Managing Files and Folders**

- Creating folders
- Sizing columns
- Sorting files
- Renaming files
- Copying and moving files
- Aero Peek Preview
- File Properties
- Search documents
- Deleting and recovering files



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## Section 6 - Maintaining your computer

- Disk cleanup
- Task scheduler
- Backup and restore
- Task manager
- Shut down using the keyboard

## Section 7 - Outlook Basics

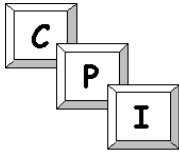
- Launch Outlook 2010
- Screen elements
- Ribbon
- Navigation Pane
- Inbox and Reading Pane
- To-do Bar
- View buttons
- Status bar
- Minimize, maximize and close
- Read mail
- Delete a message
- Actions and navigation
- Compose a message
- E-mail addresses
- Capacity
- Check spelling
- Receive new mail
- Send/receive tab
- Reply to a message
- Save a draft
- Delay delivery time
- Expired messages
- Forward mail
- Deliver and read receipts

## Section 8 - Address Book, Contacts and Folders

- Address Book
- Global Address Book
- Contacts
- Add a contact
- Add a contact from a message
- Multiple recipients
- Check names
- Use the Global Address List
- Find a contact
- Create a contact group
- Edit or delete a contact group
- Work with attachments
- Manage folders
- Sent Items folder
- Inbox and Drafts folders
- Create a subfolder
- Deleted Items folder
- Move a message
- File a message with Move command
- Set options
- Add a signature
- Insert a virtual business card
- Automatic replies

## Section 9 - Calendar Basics

- Calendar view
- New appointment
- Categorize
- Calendar tools
- Calendar options
- Search calendar
- Print a calendar
- Share a calendar
- New appointments
- New tasks



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## Section 10 - Working with Others

- Calendar
- Groups
- Permissions
- Invitations
- Use calendar to schedule an invitation
- View an event with invitations
- Accept an invitation
- Decline an invitation
- Send reminders
- To-Do list
- Categorize
- Assign tasks

## Appendix - OWA Calendar Basics

- Calendar
- Create an appointment
- Navigating
- Repeat events
- Schedule meetings
- Create a meeting request
- Send a meeting request
- Respond to a meeting request
- Calendar sharing
- View shared calendars
- OWA Mail icons
- OWA Calendar Icons

## Appendix - Outlook Web Access Basics

- Launch OWA
- Screen elements
- Inbox
- New Message window
- Compose a message
- Formatting text
- Spell check
- Reply to a message
- Blind carbon copy
- Forward mail
- Signatures
- Global address list
- Find someone
- Work with attachments
- Create a contact group
- Automatic replies
- Create folders
- Move a message
- Print a message
- Save a message to a local drive
- Deleted items folder