

## Outlook 2003

Custom Computers & Consulting  
519 Cherokee Dr  
New Albany, IN 47150  
(502) 664-6207  
[www.CustomCompConsult.com](http://www.CustomCompConsult.com)

### One Day (6-8 hours)

- Outlook Basics (Help, Menus, Dialog Boxes)
- Navigating in Outlook & Creating Folders
- Creating Messages
- Copying/Moving Text
- Using Attributes (Bold, Color, etc.)
- Changing Fonts & Point size
- Justification
- Indenting
- Bullet Lists
- Signature Blocks
- Flagging Messages
- Using the Spell Checker
- Delivering/Getting Messages
- Reading Messages
- Deleting/Printing
- Replying/Forwarding Messages
- Working with Attachments
- Using Stationary
- Using Word as the Editor
- Customizing Views
- Organizing and Archiving Messages
- Using Rules
- The Address Book
- Mailbox Cleanup
- Handling Junk Mail
- Common Emoticons/Acronyms
- Creating Appointments
- Editing/Moving Appointments
- Recurring Appointments
- Deleting/Undeleting Appointments
- Creating/Editing/Deleting Events
- Printing/Publishing Your Schedule
- Creating Notes
- Creating a To Do List
- Organizing Tasks
- Editing/Moving Tasks
- Completing/Deleting/Undeleting Tasks
- Recurring Tasks
- Accept, Decline and Delegate Tasks
- Filtering
- Creating a Contact List

- Deleting/Undeleting Contacts
- Sorting/Grouping Contacts
- Sending Contact Info
- Saving a vCard
- Using the Journal
- Scheduling Meetings
- Creating Office Documents
- Adding Folder Shortcuts
- Outlook Options

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