

SPECIFIC COURSE OBJECTIVES:

The successful student will be able to:

1. Navigate and use the basic components of Outlook 98 effectively.
2. Share information with other Outlook 98 users.
3. Use Outlook 98 mail service to communicate with others.
4. Use Outlook 98 to schedule work.
5. Manage information in Outlook 98 by using Contact Manager, Task Manager, Journal and Notes.
6. Set up and configure the Outlook Express newsreader, post and reply to newsgroup messages and create faxes by using the Outlook 98 Fax Service.
7. Integrate Outlook 98 components within Outlook 98 and with Office 97 applications.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. **Managing Work: Outlook 98 Basics**
 - A. Identify the components and the benefits of Outlook 98.
 - B. Modify the Outlook Today page by using the Options label.
 - C. Create a shortcut to a folder on Outlook Bar.
 - D. Customize the toolbar in Outlook 98.
 - E. Set the options to organize the items in the Inbox of Outlook 98 by using the Organize page.
 - F. Locate specific Outlook items by using the Advanced Find option of Outlook 98.
 - G. Access specific information by using the Help menu.
 - H. Display specific help information by using the Office Assistant.
- II. **Sharing Information: Outlook 98 Folders**
 - A. Match the Outlook 98 folder types with the situations in which they are used.
 - B. Create an Offline folder file.
 - C. Set the options to synchronize Offline folders.
 - D. Set up an Offline folder on a computer.
 - E. Create a Personal folder.
 - F. Set up Net folders.
 - G. Create a Public folder.
 - H. Set up a Public folder.
- III. **Communicating: Outlook 98 Mail**
 - A. Send an e-mail message with an attachment.
 - B. Customize the appearance of an e-mail message.
 - C. Create a new rule by using the Rules Wizard.
 - D. Set the options for tracking e-mail messages sent to recipients.
 - E. Set the options to print e-mail messages with attachments.
 - F. Match the e-mail message management methods with the situations in which they are used.
 - G. Set up the Remote Mail service on a computer.
 - H. Set the options to manage e-mail messages in the Inbox of another user.
 - I. Add an information service to an existing user profile.

- IV. Scheduling: Outlook 98 Calendar**
- A. Identify the components of Calendar.
 - B. Create a recurring event.
 - C. Schedule a recurring meeting.
 - D. Assign an appointment to a category.
 - E. Create a customized current view for the Calendar items.
 - F. Customize the current settings of the Calendar items.
 - G. Set the options to print the details of the Calendar items by using a specific print tyle.
 - H. Set the options to manage the Calendar items for another person.
 - I. Set the options to share a schedule with another person.
 - J. Set the sharing permissions for a delegate.
- V. Managing Information**
- A. Identify the functions of the Contact Manager.
 - B. Create a contact.
 - C. Identify the Current View submenu option to view a contact list in a specified way.
 - D. Modify the settings of a contact.
 - E. Customize the Contacts page.
 - F. Identify the functions of the Task Manager.
 - G. Create a task.
 - H. Create a recurring task.
 - I. Create a regenerating task.
 - J. Identify the current view submenu option to view a task list in a specified way.
 - K. Change the order of tasks manually in a task list.
 - L. Modify the settings of a task.
 - M. Assign a task to a person.
 - N. Respond to a task request.
 - O. Identify the functions of the Journal.
 - P. Create a Journal entry.
 - Q. Enable the automatic recording of items in the Journal for a specific contact.
 - R. Identify the Current View submenu option to view the Journal entries in a specified way.
 - S. Modify the settings of a Journal entry.
 - T. Create a note.
 - U. Identify the Current View submenu option to view notes in the specified way.
 - V. Customize Notes settings.

VI. Sharing Information

- A. Set up the Microsoft Outlook Express newsreader.
- B. Identify the properties that can be set in the different property pages of the Options dialog box.
- C. Organize the messages in the Outlook Express newsreader.
- D. Post a message to a newsgroup.
- E. Reply to a newsgroup message.
- F. Create a fax message.
- G. Receive a fax message by manually connecting to the computer of the sender of the fax message.
- H. Create a fax cover page by using the Cover Page Editor utility.

VII. Integrating Outlook 98 Components

- A. Integrate items across Outlook 98 folders.
- B. Export the data from an Outlook 98 folder to a Timex Data watch.
- C. Match the Outlook 98 feature that are used to integrate Outlook 98 with Microsoft Office 97 applications with their users.
- D. Export the data from an Outlook 98 folder to a file.
- E. Import the data from a file into an Outlook 98 folder.
- F. Create a mail merge document in Word 97 by using the data in an Outlook 98 contact list.
- G. Create a Microsoft Office 97 document in Outlook 98.

REQUIRED READING:

Neibauer, Alan. Running Outlook 98. Redmond:Microsoft Press, 1998.

SUGGESTED READING: None

REQUIRED WRITING:

Problem solving exercises and skills demonstrated in computer generated homework assignments, a minimum of one page per homework assignment.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.

Reading text assignments. In addition to lab time, there is significant editing and debugging work involved in completing lab assignments.

INSTRUCTIONAL METHODOLOGY: Check all that apply:

- Lecture
- Laboratory
- Lecture-laboratory combination
- Directed study

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380. Yes ___ No X

If yes, check all that apply:

- Telecourse
- Mediated instruction
- Computer assisted instruction

GRADING POLICY AND STANDARDS:

Assignments	20%
Quizzes	20%
Midterm	30%
Final Exam	30%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

YES X NO ___ Number of times course may be taken for credit 2.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable: 58161 (C) (2) (A)

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SIGNATURES ON FILE