


```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
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H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
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}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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FONT-WEIGHT: normal
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FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
}
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FONT-WEIGHT: normal
}
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}
H2 {
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FONT-WEIGHT: normal
}
H2 {
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FONT-WEIGHT: normal
}
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FONT-WEIGHT: normal
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
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}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
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}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Outlook 2003 - Training Classes in Houston, Texas

Microsoft Outlook 2003: Level
1

Training Course Content

Lesson 1: Getting Started with
Outlook

Topic 1A: Log On
to Outlook

Topic
1B: The Outlook Environment

Topic 1C:
Compose and Send a Simple Message

Topic 1D: Open a Message

Topic 1E:
Reply to a Message

Topic 1F: Print a

Message

Topic 1G: Delete a Message

Lesson 2: Composing Messages

Topic 2A: Address a Message

Topic 2B:
Format a Message

Topic 2C: Check
Spelling and Grammar

Topic 2D: Attach
a File

Topic 2E: Forward a Message

Lesson 3: Managing Mail

Topic 3A: Open and Save an
Attachment

Topic
3B: Flag a Message

Topic 3C: Create a
Folder

Topic 3D: Move Messages to a
Folder

Topic 3E: Copy Messages to
Folders

Topic 3F: Delete a Folder

Lesson 4: Scheduling Appointments

Topic 4A:
The Outlook Calendar

Topic 4B: Schedule an Appointment

Topic 4C: Assign a Category to an
Appointment

Topic 4D: Update Calendar
Entries

Lesson 5:
Scheduling Meetings

Topic 5A: Schedule a Meeting

Topic 5B: Reply to a Meeting
Request

Topic 5C: Propose a New
Meeting Time

Topic 5D: Track Meeting
Responses

Topic 5E: Update a Meeting
Request

Topic 5F: Cancel a Meeting
Request

Topic 5G: Print the Calendar

Lesson 6: Managing Contacts

Topic 6A: Add a Contact

Topic 6B:
Sort Contacts

Topic 6C: Find a
Contact

Topic 6D: Generate a Map

Topic 6E: Edit a Contact

Topic 6F:
Delete a Contact

Topic 6G: Print
Contacts

Lesson 7:
Managing Tasks

Topic 7A: Create a Task

Topic 7B:
Edit a Task

Topic 7C: Update a Task

Lesson 8: Using Notes

Topic 8A: Create a Note

Topic 8B: Edit a Note

Topic 8C: Copy
a Note

Appendix A:
Microsoft Office Specialist Program

Microsoft Outlook 2003: Level 2

Training Course Content

Lesson 1: Tracking Work
Activities Using the Journal

Topic 1A: Record a Journal
Entry Automatically

Topic 1B:
Manually Record a Journal Entry

Topic
1C: Modify a Journal Entry

Lesson 2: Setting Calendar
Options

Topic 2A: Set
Work Days and Times

Topic 2B:
Display Other Time Zones

Topic 2C:
Set Free/Busy Options

Lesson 3: Setting Message Options

Topic 3A: Modify Message
Settings

Topic 3B:
Modify Delivery Options

Topic 3C:
Modify Message Formats

Topic 3D:
Notify Others that You will be Out of
the Office

Topic 3E: Create and
Modify a Distribution List

Topic 3F:
Insert a Hyperlink

Lesson
4: Sharing Folder Information

Topic 4A: Specify Folder
Permissions

Topic
4B: Access Another User's Folder

Topic 4C: Delegate Access To Folders

Lesson 5: Managing Tasks

Topic 5A: Assign a Task

Topic 5B:
Reply to a Task Request

Topic 5C:
Send a Task Update

Topic 5D: Track
Assigned Tasks

Lesson 6:
Customizing Outlook

Topic 6A: Customize the Toolbar

Topic 6B:
Create a New Toolbar

Topic 6C:

Customize the Menu

Topic 6D: Create a
Folder Home Page

Lesson
7: Locating Outlook Items

Topic 7A: Sort Messages Using
Multiple Criteria

Topic 7B: Find Messages

Topic 7C:
Find Messages Using Multiple Criteria

Topic 7D:
Filter Messages

Topic 7E: Organize
Messages

Topic 7F: Manage Junk Email

Appendix A: Using
Public Folders

Appendix B:
Microsoft Office Specialist Program

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[MiMicrosoft Outlook Class in Houston](#)

[Microsoft
Outlook 2010 Training in Houston](#)

Microsoft
Outlook 2007 Training in Houston

Microsoft
Outlook 2003 Training in Houston