Microsoft Office 2007 Outlook Specialist

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented New York State employees who use the Microsoft Office 2007 suite of applications. The Microsoft Office Outlook Specialist ensures that employees have an advanced understanding of Microsoft Outlook. Participants are required to successfully complete eight core courses, one elective course, and achieve a passing grade of 70% or higher in each course.

Required Courses

Getting Started with Outlook 2007 – 1.5 hours
This course addresses the basic features and functionality of Outlook 2007, including how to create e-mail messages, view and reply to incoming e-mails, and how to use Help features.

Formatting and Managing E-mail in Outlook 2007 – 3.0 hours
This course demonstrates how to use formatting features. It also explores such e-mail message options as signatures and voting buttons, and how to use with attachments.

Using the Calendar in Outlook 2007 – 3.0 hours
This course demonstrates how to customize the Outlook 2007 calendar using personalized views. It also demonstrates how to create and manage appointments, meetings, and events.

Using Contacts, Tasks, Notes, and Customizing the Interface in Outlook 2007 – 3.0 hours
This course explores how to create and manage contacts, tasks, and notes. It also demonstrates how to customize the Outlook interface using Outlook Today, shortcuts, Favorite Folders, and the Navigation Pane.

Completing Searches, Printing Items, and Working with RSS Feeds in Outlook 2007 – 2.0 hours
This course demonstrates the new Outlook 2007 search feature, Instant Search, which is used to locate and manipulate e-mail and other Outlook items. Printing options are also explored. Additionally, RSS feeds, which are used to view content from other sources such as blogs, are discussed.

Customizing Outlook 2007 and Using the Journal – 2.0 hours
This course demonstrates how to customize Outlook to meet a variety of requirements, how to track items in Outlook, and how to configure additional e-mail accounts.

Configuring Rules, Alerts, and Junk E-mail Settings in Outlook 2007 – 2.0 hours
This course demonstrates how to configure rules and alerts to help organize e-mail messages, and how to adjust the Junk email Filter settings to suit your needs.

Business Contact Manager with Outlook 2007 – 3.0 hours
This course demonstrates how to setup the Business Contact Manager with Accounts, Contacts, Opportunities, and Projects. It also demonstrates how to track and link items to records, as well as share and protect your data in the Business Contact Manager database.

Elective course taken: