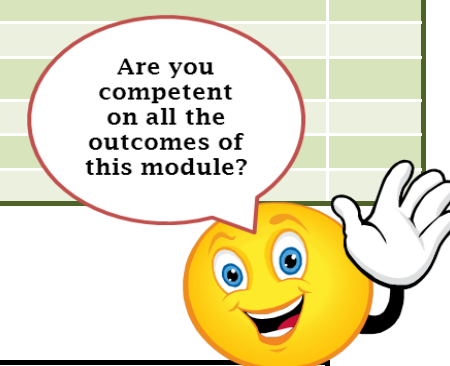


# Microsoft Office Outlook 2010 Level 1 - Checklist



Outcomes Achieved	X
<b>Lesson 1: Getting Started with Outlook: Page 2 - 30</b>	
Components of the Outlook Interface	
Read an E-mail message	
Reply to & Forward an E-mail message	
Print & Delete an email	
<b>Lesson 2: Composing Messages: Page 36 - 70</b>	
Create & Format an E-mail message	
Spelling & Grammar	
Attach a File	
Enhance & send an Email message	
<b>Lesson 3: Organising Messages: Page 76 - 91</b>	
Manage Email messages	
Move Email messages to folders	
Open & Save an attachment	
<b>Lesson 4: Managing Contacts: Page 98 - 118</b>	
Add a contact	
Sort & Find Contacts	
Find Geographical location of a Contact	
Update Contacts	

Outcomes Achieved	X
<b>Lesson 5: Scheduling Appointments: Page 128 - 140</b>	
Explore the Outlook Calendar	
Schedule & Edit an Appointment	
<b>Lesson 6: Managing Meetings in Outlook: Page 146 - 168</b>	
Schedule a Meeting	
Reply to a Meeting Request	
Track & Update Scheduled Meetings	
Print a Calendar	
<b>Lesson 7: Managing Tasks &amp; Notes</b>	
Create a task	
Edit & Update a Task	
Create a note	
Edit a Note	
<b>Value Add: Google Chrome &amp; Internet Accounts</b>	
<b>Final Assessment</b>	



<b>Student Name and Surname:</b>
<b>Identity Number:</b>
<b>Date:</b>

<b>Signed:</b>
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