

Microsoft Office Specialist Outlook 2003

Messaging	<ul style="list-style-type: none"> Originate and respond to e-mail and instant messages Attach files to items Create and modify a personal signature for messages Modify e-mail message settings and delivery options Create and edit contacts Accept, decline and delegate tasks 	7 hours
Scheduling	<ul style="list-style-type: none"> Create and modify appointments, meetings and events Update, cancel and respond to meeting requests Customize calendar settings Create, modify and assign tasks 	5 hours
Organizing	<ul style="list-style-type: none"> Create and modify distribution lists Link contacts to other items Create and modify notes Organize items Organize items using folders Search for items Save items in different file formats Assign items to categories Preview and print items 	6 hours
		18 hours