

plus
SERIES

10	:00	
	:30	Meeting in Board Ro
11	:00	
	:30	
12	:00	Lunch with George
PM	:30	
1	:00	Meeting in Madison
	:30	
2	:00	Start new initiative
	:30	



MICROSOFT® Outlook 2003

Brenda L. Nielsen



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Outlook 2003 Key Features

Session Each chapter is divided into separate sessions.

Chapter Outline The outline enables students to have a quick look at the major topics covered in the chapter.

Chapter and Microsoft Office Specialist Objectives

At the beginning of each chapter is a list of action-oriented objectives. Chapter objectives that are also Microsoft Office Specialist Objectives are designated with the corresponding Microsoft objective number.

Introduction The chapter introduction provides the overview of the chapter's activities in the context of the case problem.

Another Way and Another Word Both are highlighted features that provide an alternative way to accomplish a task or provide additional information about a topic, including what to watch out for where appropriate.

Step-by-Step Instructions Numbered steps are included for all hands-on activities. Keyboard characters and menu selections appear in a special format so that students can easily see what to press or type. Steps provide students with the exact sequence in which to complete a task.

Tips Tips appear when appropriate and warn students of possible missteps or provide alternatives to the step that precedes the tip.

Task Reference and Task Reference Summary Task References appear throughout the textbook. Each contains a bulleted list of steps showing a generic way to accomplish activities that are important. The Task Reference Summary at the end of each chapter provides a summary of the chapter's Task References.

Microsoft Specialist Certification Objectives The objectives appear as a part of both the chapter objectives and the chapter summary.

Making the Grade Questions These questions appear at the end of each session in a chapter. They review and test a student's grasp of each session's contents.

End-of-Chapter Materials The end-of-chapter materials incorporate a three-level approach to reinforce learning and continue to engage the student actively. Level One provides true-false and multiple-choice questions, Level Two provides short-answer questions and a Jeopardy-style create-the-question exercise, and Level Three provides hands-on projects for students to complete.

Hands-On Projects The projects engage the student in problem-solving exercises that the student completes using the chapter materials.