Learn Microsoft® Office Outlook® 2007 Step by Step, Level 2
Practice File Guide

To install the 2007 Microsoft® Office system software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space
  Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.
- Monitor with 800 × 600 screen resolution; 1024 × 768 or higher recommended
- Keyboard and mouse or compatible pointing device
- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista® with Service Pack 1 (SP1) or later, Windows® XP with Service Pack 2 (SP2), or Windows Server® 2003 or later
- Windows Internet Explorer® 7 or Microsoft Internet Explorer 6 with service packs

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- Microsoft Office Outlook® 2007, Microsoft Office PowerPoint® 2007, and Microsoft Office Word 2007
- Access to a printer
- 1 MB of available hard disk space for the practice files

Students should create the Outlook items necessary to complete these exercises before beginning this course. These items are listed in the table on the following page.

Page	Description	Module\Item
3-5	Use Instant Search to find a message.	none
10-16	Experiment with arranging, sorting, and filtering messages.	none
19-22	Display, rename, create, and modify categories; assign categories; and sort by category.	Inbox\SBS Alert Test 1 message
23-26	Create a folder in which to store messages.	Inbox\SBS First Draft message Inbox\RE: SBS First Draft message Inbox\FW: SBS First Draft message
27-31	Explore archiving options for all folders and for a specific folder.	none
34-35	Change your work week.	none
39-42	Preview your calendar in different print styles.	none
45-46	Display an Internet calendar.	none
47-48	View multiple calendars.	none
52-53	Use Instant Search to find a contact record.	Contacts\Andrea Dunker contact record Contacts\John Emory contact record
54-56	Assign and manipulate color categories.	Contacts\Andrea Dunker contact record Contacts\John Emory contact record
57-59	Assign new contacts to a distribution list.	Contacts\John Emory contact record
61-63	Create a contacts folder.	none
68-73	Create a flowchart.	none
77-82	Experiment with local formatting and themes.	none
83-86	Create a signature for new messages.	none
92-94	Create and send a meeting request.	none
102-105	Base a task and an appointment on a message.	Inbox\SBS Tradeshow Schedule message
106-108	Include schedule information in a message.	none