

# Learn Microsoft® Outlook® 2010 Step by Step, Level 2

## Student Guide

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To install the Microsoft Office 2010 software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM (512 MB recommended for Microsoft Outlook 2010 Instant Search; 1 gigabyte (GB) required for Microsoft Word 2010 grammar and contextual spelling features)
- CD or DVD drive
- 3 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.

- 1024 × 768 or higher-resolution monitor
- Keyboard and mouse or compatible pointing device
- Windows® 7, Windows Vista® with Service Pack 1 (SP1) or later, Windows XP SP3 or later, Windows Server® 2008, or Windows Server 2003 SP2 or later
- Internet connection for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Internet Explorer® 7 or later

In addition to the hardware, software, and connections required to run Microsoft Office 2010, you will need the following to successfully complete the exercises in this book:

- Microsoft Outlook 2010
- Microsoft PowerPoint® 2010
- Microsoft Word 2010
- Access to a printer
- 1 MB of available hard disk space for the practice files

## Practice Files

While working through the exercises in this course, you will use some practice files that we provide and some Outlook items that must be created in advance within your Outlook account. In addition, you will create Outlook items to use as practice files in later exercises.

Some of the practice files necessary to complete the exercises for this Level 1 course are available in the following file:

50536A-ENU\_PracticeFiles.zip

After extraction, the supplied practice files are organized in folders corresponding to chapters of the *Microsoft Outlook 2010 Step by Step* book on which this course is based.

Other practice files for this instructor-led training are originally created in Course 50535A, *Learn Microsoft Outlook 2010 Step by Step, Level 1*. To complete the exercises in this course, these files must be created within your Outlook account prior to beginning the course. The content of the items is not important, but the items must exist on your computer. The following table indicates the names of the items that must be created in advance for each module.

Module	Type of item	Practice files
1: Organize Your Inbox	Message	SBS First Draft message FW: SBS First Draft message RE: SBS First Draft message SBS Tradeshow Schedule message
2: Manage Your Calendar	None	None
3: Work with Your Contact List	Contact record	Nancy Anderson contact record Andrew Davis contact record Sara Davis contact record Andrea Dunker contact record Idan Rubin contact record
4: Enhance Message Content	None	None

The following table lists all the practice files and Outlook items you will use and create while working through the exercises in this course.

Module/Folder	Use these files and items	Create these files and items
1: Organize Your Inbox Chapter07	You provide: SBS First Draft message FW: SBS First Draft message RE: SBS First Draft message SBS Tradeshow Schedule message	SBS Messages folder
2: Manage Your Calendar Chapter08	None	Secondary calendar
3: Work with Your Contact List Chapter09	We provide: JoanLambert.jpg SBSContacts.txt  You provide: Contact records for Nancy Anderson, Andrew Davis, Sara Davis, Andrea Dunker, and Idan Rubin	SBS Contacts address book SBS Litware address book Contact records for Joel Lachance, Joan Lambert, Chris Mayo, Heidi Steen, Max Stevens, and Amy Strande Clients contact group Contact records for Eli Bowen, Liberty Munson, and Tjeerd Veninga
4: Enhance Message Content Chapter10	We provide: Lighthouse.jpg	Casual e-mail signature SBS Development Cycle message and embedded SmartArt graphic SBS Picture Tools message and embedded modified image