

Microsoft® Office Outlook® 2007 Step by Step MCAS Exercise Map

The practice files necessary to complete these exercises are available from Courseware Library in the file **50042A-EN_SBSCW_Outlook2007_PracticeFiles.zip**.

Exercises in the course study guide reference practice files installed on your computer and organized in chapter-specific folders. Practice files for this Step by Step Courseware Library instructor-led training are organized in module-specific folders. The following table indicates the location of the practice files for each exercise.

Page	Objective	Title	Location\Practice Files
81-87	1.1	Creating and Sending Messages	none
88	1.1	Resending and Recalling Messages	none
121-125	1.1	Replying to and Forwarding Messages	none
106-110	1.2	Adding Signatures to Messages Automatically	none
288-291	1.2	Configuring Auto-Replies for Exchange Server 2003 Accounts	none
292-295	1.2	Configuring Auto-Replies for Exchange Server 2007 Accounts	none
87-91	1.3	Attaching Files to Messages	Module01\Attaching.docx Module01\Attaching.pptx
114-121	1.3	Viewing Messages and Message Attachments	none
98-99	1.4	Changing Message Settings and Delivery Options	none
317-322	1.5	Securing Your E-Mail	none
148-159	1.7	Arranging Messages in Different Ways	none
182-186	2.1	Scheduling and Changing Appointments	none
186-188	2.1	Scheduling and Changing Events	none
188-192	2.2	Scheduling, Updating, and Canceling Meetings	none
192-195	2.3	Responding to Meeting Requests	none
203	2.4	Adding and Removing Local Holidays	none
204-205	2.4	Defining Your Available Time	none
206-207	2.4	Configuring Outlook for Multiple Time Zones	none

Page	Objective	Title	Location\Practice Files
212-213	2.5	Saving Calendar Information as a Web Page	none
213-215	2.5	Sending Calendar Information in an E-Mail Message	none
262-265	2.5	Sharing Your Folders with Other People	none
216-218	2.6	Linking to an Internet Calendar	none
218-221	2.6	Working with Multiple Calendars	none
231-237	3.1	Creating and Updating Tasks	none
238-240	3.2	Managing Task Assignments	none
37-43	4.1	Saving and Updating Contact Information	none
49-52	4.2	Personalizing an Electronic Business Card	Module04\FourthCoffee.jpg
91	4.2	Sending Contact Information	none
46-49	4.3	Creating a Distribution List	none
52-56	4.4	Creating an Additional Address Book	none
161-165	5.1	Organizing Messages by Using Color Categories	none
314-317	5.2	Storing E-Mail Messages on Your Computer	none
125	5.3	Deleting Messages	none
165-168	5.3	Organizing Messages in Folders	none
323-326	5.3	Blocking Unwanted Messages	none
62-64	5.4	Quickly Locating Contact Information	none
144-148	5.4	Quickly Locating Messages	none
160	5.4	Using Search Folders	none
307-313	5.5	Creating Rules to Process Messages	none
16-23	5.6	Personalizing Your Outlook Workspace	none
100-106	5.6	Personalizing the Appearance of Messages	none
278-280	5.6	Connecting Outlook to Your Server from a Remote Location	none