



## MICROSOFT OUTLOOK 2003 CORE - EXAM OBJECTIVES

### 1. Messaging

- .Organizing
- .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

### 2. Scheduling

- .Create and modify appointments, meetings, and events
- .Update, cancel, and respond to meeting requests
- .Customize Calendar settings
- .Create, modify, and assign tasks

### 3. Organizing

- .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