



## MICROSOFT OUTLOOK 2003 CORE EXAM OBJECTIVES

### 1. Messaging

- 1.1 Organizing
- 1.2 Attach files to items
- 1.3 Create and modify a personal signature for messages
- 1.4 Modify e-mail message settings and delivery options
- 1.5 Create and edit contacts
- 1.6 Accept, decline, and delegate tasks

### 2. Scheduling

- 2.1 Create and modify appointments, meetings, and events
- 2.2 Update, cancel, and respond to meeting requests
- 2.3 Customize Calendar settings
- 2.4 Create, modify, and assign tasks

### 3. Organizing

- 3.1 Create and modify distribution lists
- 3.2 Link contacts to other items
- 3.3 Create and modify notes
- 3.4 Organize items
- 3.5 Organize items using folders
- 3.6 Search for items
- 3.7 Save items in different file formats
- 3.8 Assign items to categories
- 3.9 Preview and print items