Outlook 2007

Microsoft Certified Application Specialist Exam Objectives Map

This document lists all Microsoft Certified Application Specialist exam objectives for Outlook 2007 (Exam 77-604) and provides references to corresponding coverage in ILT Series courseware.

1 Managing Messaging

Objective		Course level	Conceptual information	Supporting activities
1.1	**Create and send an e-mail message**			
1.1.1	Send messages to multiple recipients	Basic Intermediate	Unit 2, Topic C Unit 1, Topic C	C-1 C-4
	• Carbon copied recipients	Basic	Unit 2, Topic C	C-1
	• Distribution list	Basic	Unit 4, Topic B	B-1
	• Blind carbon copied recipients	Basic	Unit 2, Topic C	C-1
1.1.2	Reply to a message	Basic	Unit 2, Topic D	D-3
	• Reply to all recipients of a message	Basic	Unit 2, Topic D	D-3
	• Reply only to the sender of a message	Basic	Unit 2, Topic D	D-3
1.1.3	Resend a message	Basic	Unit 2, Topic D	D-5
	• Open the sent items, select a message, change recipients and resend the message	Basic	Unit 2, Topic D	D-5
1.1.4	Forward a message	Basic	Unit 2, Topic D	D-4
	• Forward a message with an attachment	Basic	Unit2, Topic E	E-1
1.2	**Create and manage your signature and automated messages**			
1.2.1	Create and modify a personal signature	Intermediate	Unit 2, Topic B	B-1
	• Create a personal signature	Intermediate	Unit 2, Topic B	B-1
	• Set up an automatic signature	Intermediate	Unit 2, Topic B	B-1
	• Create multiple automatic signatures	Intermediate	Unit 2, Topic B	B-1, B-3
1.2.2	Create internal and external Out of Office Messages	Intermediate	Unit 2, Topic D	D-1, D-2
	• Set OOO messages to expire at specified time	Intermediate	Unit 2, Topic D	D-2
	• Turn off OOO messages	Intermediate	Unit 2, Topic D	D-4
	• Send external OOO only to those who appear in your contacts	Intermediate	Unit 2, Topic D	D-2

Objective		Course level	Conceptual information	Supporting activities
1.3	**Manage e-mail message attachments**			
1.3.1	Attach files and items to a message	Basic	Unit 2, Topic E	E-1
	• Attach a file to a message	Basic	Unit 2, Topic E	E-1
	• Compress large pictures after adding as an attachment	Basic	Unit 2, Topic E	E-2
1.3.2	Preview a message attachment in Outlook	Basic	Unit 2, Topic E	E-3
1.3.3	Save attachments to a specific location	Basic	Unit 2, Topic E	E-3
1.3.4	Open a message attachment	Basic	Unit 2, Topic E	E-3
1.4	**Configure e-mail message sensitivity and importance settings**			
1.4.1	Set message sensitivity level	Basic	Unit 3, Topic A	A-1
	• Set the sensitivity of a message to confidential	Basic	Unit 3, Topic A	A-1
1.4.2	Set mail importance level	Basic	Unit 3, Topic A	A-1
	• Set an outgoing message to high importance	Basic	Unit 3, Topic A	A-1
	• Remove a high importance flag from a message before forwarding	Basic	Unit 3, Topic A	A-1
1.5	**Configure e-mail message security settings**			
1.5.1	Digitally sign a message	Basic	Unit 3, Topic B	B-2
1.5.2	Restrict permissions to a message	Basic	Unit 3, Topic B	B-1
1.5.3	Encrypt a message	Basic	Unit 3, Topic B	B-3
1.6	**Configure e-mail message delivery options**			
1.6.1	Add a or remove a flag for follow up	Basic	Unit 3, Topic A	A-4
1.6.2	Delay delivery of a message	Basic	Unit 3, Topic A	A-2
1.6.3	Request read or delivery receipts	Basic	Unit 3, Topic A	A-5
1.6.4	Create e-mail polls using standard or custom voting buttons	Intermediate	Unit 2, Topic C	C-1
1.6.5	Request that replies be sent to a specific e-mail address	Basic	Unit 3, Topic A	A-3
1.7	**View e-mail messages**			
1.7.1	Show, hide, or move the reading pane	Basic	Unit 1, Topic A	A-5
1.7.2	Automatically preview messages	Basic	Unit 2, Topic B	B-2

2 Scheduling

Objective		Course level	Conceptual information	Supporting activities
2.1	**Create appointments, meetings, and events**			
2.1.1	Create a one-time appointment, meeting or event	Basic	Unit 6, Topic A Unit 6, Topic D Unit 7, Topic A	A-2 D-1 A-1, A-2
2.1.2	Create a recurring appointment, meeting or event	Basic	Unit 6, Topic A Unit 6, Topic D Unit 7, Topic A	A-3 D-2 A-3
2.1.3	Create an appointment, meeting or event from an e-mail message	Basic	Unit 6, Topic A Unit 6, Topic D Unit 7, Topic A	A-2 D-1 A-2
2.1.4	Create an appointment, meeting or event from a task	Basic	Unit 6, Topic A Unit 6, Topic D Unit 7, Topic A	A-2 D-1 A-2
2.1.5	Mark an appointment, meeting or event as private	Basic	Unit 6, Topic A Unit 6, Topic D Unit 7, Topic A	A-2 D-1 A-2
2.2	**Send meeting requests**			
2.2.1	Invite mandatory attendees to meetings	Basic	Unit 7, Topic A	A-1, A-2
2.2.2	Invite optional attendees to meetings	Basic	Unit 7, Topic A	A-1, A-2
2.2.3	Determine when attendees are available to meet	Advanced	Unit 3, Topic A	A-1
	• Using Smart Scheduling	Advanced	Unit 3, Topic A	A-1
	• Using the Scheduling tab	Advanced	Unit 3, Topic A	A-1
	• Using Group Schedules	Advanced	Unit 3, Topic B	B-1
2.2.4	Track responses to meeting requests	Basic	Unit 7, Topic C	C-1
2.2.5	Schedule meeting resources	Basic Advanced	Unit 7, Topic A Unit 3, Topic A	A-1 A-2
2.3	**Update, cancel, and respond to meeting requests**			
2.3.1	Change a meeting time	Basic	Unit 7, Topic B	B-2
	• Change the meeting time and send an update to all attendees	Basic	Unit 7, Topic B	B-2, C-2
	• Propose a new meeting time	Basic	Unit 7, Topic B	B-2
	• Accept a suggested new meeting time	Basic	Unit 7, Topic B	B-2
2.3.2	Add a meeting attendee	Basic	Unit 7, Topic C	C-3
2.3.3	Modify one instance of a recurring meeting	Basic	Unit 7, Topic A	A-4
2.3.4	Send meeting updates only to new attendees	Basic	Unit 7, Topic C	C-3
2.3.5	Cancel a meeting	Basic	Unit 7, Topic C	C-4

Objective		Course level	Conceptual information	Supporting activities
2.4	**Customize Calendar settings**			
2.4.1	Define your work week	Basic	Unit 6, Topic B	B-1, B-3
2.4.2	Display multiple time zones	Basic	Unit 6, Topic B	B-4
2.4.3	Change time zones	Basic	Unit 6, Topic B	B-5
2.4.4	Add pre-defined holidays to the Calendar	Basic	Unit 6, Topic D	D-3
2.5	**Share your Calendar with others**	Advanced		
2.5.1	Configure Free/Busy privacy settings	Advanced	Unit 4, Topic B	B-3
2.5.2	Share your calendar with other Office Outlook 2007 users on your network	Advanced	Unit 4, Topic B	B-4
2.5.3	Send Calendar information in an e-mail message	Advanced	Unit 4, Topic B	B-2
	• Show Availability only, Limited details, or Full details	Advanced	Unit 4, Topic B	B-2
2.5.4	Publish Calendar information to Office Online	Advanced	Unit 4, Topic B	B-6
2.6	**View other Calendars**	Advanced		
2.6.1	View a Calendar shared by another Office Outlook 2007 user on your network	Advanced	Unit 4, Topic B	B-4
2.6.2	Subscribe to an Internet Calendar	Advanced	Unit 4, Topic B	B-7
2.6.3	View multiple Calendars in overlay mode	Advanced	Unit 4, Topic B	B-8

3 Managing Tasks

Objective		Course level	Conceptual information	Supporting activities
3.1	**Create, modify, and mark tasks as complete**			
3.1.1	Create recurring tasks	Basic	Unit 5, Topic A	A-4
	• Create a task that occurs every Monday for a six-month period beginning the first week of January	Basic	Unit 5, Topic A	A-4
3.1.2	Create a task from a message	Basic	Unit 5, Topic A	A-1
	• Flag the message from Person A as a task and set it to be completed next week	Basic	Unit 5, Topic A	A-1
3.1.3	Set the status, priority, and percent complete of a task	Basic	Unit 5, Topic A	A-2
	• Mark the status of Task A as In Progress, its priority as High, and the percent complete to 50%	Basic	Unit 5, Topic A	A-2
	• Mark the status of Task A as Deferred	Basic	Unit 5, Topic A	A-3
3.1.4	Mark a task as complete	Basic	Unit 5, Topic A	A-5
3.1.5	Mark a task as private	Basic	Unit 5, Topic A	A-3
3.2	**Accept, decline, assign, update and respond to tasks**			
3.2.1	Assign tasks to others	Basic	Unit 5, Topic B	B-1
	• Assign Task A to Person B	Basic	Unit 5, Topic B	B-1
3.2.2	Respond to an assigned task	Basic	Unit 5, Topic B	B-2
	• Decline Task A and send a message to the person who assigned you the task explaining why you must decline	Basic	Unit 5, Topic B	B-2
	• Accept Task A	Basic	Unit 5, Topic B	B-2
3.2.3	Send a status report on an assigned task	Basic	Unit 5, Topic B	B-3
	• Send a Status Report to the task owner	Basic	Unit 5, Topic B	B-3

4 Managing Contacts and Personal Contact Information

Objective		Course level	Conceptual information	Supporting activities
4.1	**Create and modify contacts**			
4.1.1	Create a contact from a blank contact	Basic	Unit 4, Topic A	A-2
	• Create a new contact	Basic	Unit 4, Topic A	A-2
	• Create a new contact based on another contact	Basic	Unit 4, Topic A	A-5
4.1.2	Create a contact from a message header	Basic	Unit 4, Topic A	A-2
4.1.3	Create a contact from an electronic business card	Basic	Unit 4, Topic C	C-5
4.1.4	Save a contact received as a contact record	Basic	Unit 4, Topic A	A-6
4.1.5	Modify contact information	Basic	Unit 4, Topic A	A-3
	• Modify a contact and save it to update the existing contact	Basic	Unit 4, Topic A	A-3
	• Modify a contact and save it as a new contact	Basic	Unit 4, Topic A	A-3
	• Add a document, message, or other information to a contact	Basic	Unit 4, Topic A	A-4
4.2	**Edit and use an electronic business card**			
4.2.1	Edit an electronic business card	Basic	Unit 4, Topic C	C-2, C-3
	• Edit contact information by adding an IM address	Basic	Unit 4, Topic C	C-2
	• Specify the information that appears on the business card	Basic	Unit 4, Topic C	C-2
	• Format the appearance of a business card	Basic	Unit 4, Topic C	C-2, C-3
4.2.2	Send an electronic business card to others	Basic	Unit 4, Topic C	C-4
4.2.3	Use an electronic business card as an automatic signature in messages	Intermediate	Unit 2, Topic B	B-4
4.3	**Create and modify distribution lists**	Basic	Unit 4, Topic B	B-1, B-2
	• Create a new distribution list	Basic	Unit 4, Topic B	B-1
	• Add and remove people from distribution lists	Basic	Unit 4, Topic B	B-2
	• Update distribution list member information	Basic	Unit 4, Topic B	B-2
4.4	**Create a secondary address book**			
4.4.1	Create a secondary address book for personal contacts	Intermediate	Unit 1, Topic C	C-2
4.4.2	Import a secondary address book from a file	Intermediate	Unit 1, Topic C	C-3
	• Import contacts stored in an Excel file into a secondary address book	Intermediate	Unit 1, Topic C	C-3

5 Organizing Information

Objective		Course level	Conceptual information	Supporting activities
5.1	**Categorize Outlook items by color**			
5.1.1	Categorize messages, appointments, meetings, contacts and tasks by color	Intermediate	Unit 3, Topic C	C-1 through C-4
	• Categorize messages, appointments, meetings and contact information related to a certain person as RED	Intermediate	Unit 3, Topic C	C-1
	• Create a custom color category	Intermediate	Unit 3, Topic C	C-5
5.1.2	Sort Office Outlook 2007 items by color category	Intermediate	Unit 3, Topic C	C-1, C-7
5.2	**Create and manage Outlook data files**			
5.2.1	Create a data file	Intermediate	Unit 4, Topic A	A-1
	• Create a .pst file and save it to your desktop	Advanced	Unit 1, Topic A	A-1
5.2.2	Add an Office Outlook 2007 data file to, or remove it from, a mail profile	Advanced	Unit 1, Topic A	A-2
5.2.3	Change data files settings	Advanced	Unit 1, Topic A	A-3
	• Default location, display name, etc	Advanced	Unit 1, Topic A	A-3
5.3	**Organize mail folders**			
5.3.1	Create and move mail folders	Intermediate	Unit 4, Topic A	A-2, A-3
	• Create a new mail folder and move messages into it	Intermediate	Unit 4, Topic A	A-2
	• Move a folder to another location within Outlook	Intermediate	Unit 4, Topic A	A-3
5.3.2	Move mail between folders			
	• Manually move mail from domain storage to personal folders	Intermediate	Unit 4, Topic A	A-2
	• Archive messages older than 90 days	Advanced	Unit 1, Topic B	B-3
5.3.3	Specify where a copy of a sent message is saved	Advanced	Unit 1, Topic B	B-5
5.3.4	Empty the Deleted Mail and Sent items folders	Basic	Unit 2, Topic D	D-5
	• Permanently delete	Basic	Unit 2, Topic B	B-7
	• Set the auto empty option for the deleted items folder	Basic	Unit 2, Topic B	B-7
5.3.5	Manage Junk e-mail messages	Basic	Unit 3, Topic C	C-1 through C-4
	• Add users to the Blocked Senders List	Basic	Unit 3, Topic C	C-1, C-4
	• Add users or domains to the Safe Senders List	Basic	Unit 3, Topic C	C-3
	• Empty the Junk e-mail message folder	Basic	Unit 3, Topic C	C-2
	• Mark a message as Not Junk	Basic	Unit 3, Topic C	C-2

Objective		Course level	Conceptual information	Supporting activities
5.4	**Locate Office Outlook 2007 items by the search feature**			
5.4.1	Search all email folders in a single search	Intermediate	Unit 3, Topic A	A-2
5.4.2	Locate all items related to a specific person by searching	Intermediate	Unit 3, Topic A	A-1
5.4.3	Locate tasks or contacts by searching	Intermediate	Unit 3, Topic A	A-3
5.4.4	Search Office Outlook 2007 items by category	Intermediate	Unit 3, Topic C	C-7
5.4.5	Create a custom Search Folder	Basic Intermediate	Unit 3, Topic D Unit 3, Topic C	D-1 C-7
5.5	**Create, modify and remove rules to manage e-mail messages**			
5.5.1	Create a rule to move e-mail messages	Intermediate	Unit 5, Topic C	C-1
	• Create a rule to move messages to a particular folder (possibly create folder again)	Intermediate	Unit 5, Topic C	C-1
	• Create a rule to delete all e-mail from a sender	Intermediate	Unit 5, Topic C	C-5
	• Delete a rule	Intermediate	Unit 5, Topic C	C-6
5.5.2	Create a rule to categorize e-mail	Intermediate	Unit 5, Topic C	C-3
5.5.3	Create a rule to forward e-mail	Intermediate	Unit 5, Topic C	C-4
5.5.4	Create a rule to delete e-mail	Intermediate	Unit 5, Topic C	C-5
5.6	**Customize your Office Outlook 2007 Experience**			
5.6.1	Show, hide, or minimize the To Do bar	Basic	Unit 1, Topic A	A-6
	• Minimize the To Do bar	Basic	Unit 1, Topic A	A-6
5.6.2	Customize the To Do bar	Intermediate	Unit 1, Topic A	A-8
5.6.3	Select the default format for messages	Basic	Unit 2, Topic C	C-1
	• Apply themes and stationery	Intermediate	Unit 2, Topic A	A-1, A-2
	• Set default fonts for messages	Intermediate	Unit 2, Topic A	A-3
	• Set default message format (HTML, Rich Text, Text)	Basic	Unit 2, Topic C	C-1
5.6.4	Configure Office Outlook 2007 to be accessible through the Web	Basic	Unit 2, Topic A	A-1
	• Configure RPC over HTTP	Basic	Unit 2, Topic A	A-1