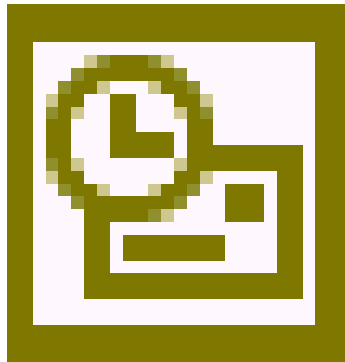


**SmartLearn**<sup>TM</sup>  
*Guide to*



**Outlook 2000**

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# 2 About This Course



## 2.1 Who is it for and how to use it

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### 2.1.1 Who is it for?

This manual is designed for use with the Outlook 2000 MOS course with SmartLearn.

It is not meant as a replacement to the full reference manuals that come with Outlook 2000

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### 2.1.2 How should I use it?

This manual is a step by step guide to the functions taught in the Outlook 2000 MOS course.

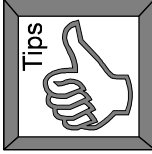

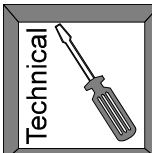
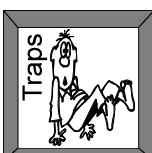

You should be able to find the part you're after by looking in the index, and contents and noting that the general course will follow the pattern of the manual.

The step by step parts are in italics. Simply do the things on the left, and read the things on the right for further information

*This is what you do*

*This is a description of what is happening*

## 2.2 What do the icons mean?

<p><b>Tips</b></p> <p><i>Handy tips that make your work easier</i></p>	
<p><b>Essential</b></p> <p><i>Essential points to understand how to do the work in hand</i></p>	
<p><b>Technical</b></p> <p><i>Technical (non-essential) points for the technically minded</i></p>	
<p><b>Traps</b></p> <p><i>Hints to help you with certain features that may just trip you up if you are not aware of them!</i></p>	
<p><b>Right Mouse Button</b></p> <p><i>This means that pressing the right mouse button (instead of the left mouse button) will bring up a short cut menu that can achieve the same things as listed in the text</i></p>	<p>You can also use the right mouse button  here</p>

## 2.3 Getting Help

Outlook 2000 keeps the screen fairly simple. But don't expect to have to remember the functions. There are several levels of help:

---

### 2.3.1 Using this Guide

This guide contains all the basic functions of Outlook 2000 Use the Table of Contents and the Index to find the functions that you need explained.

---

### 2.3.2 Help Function

The on-screen help function explains commands in detail. It is simple to use

1. *Press F1*
2. *Press buttons and scroll bars as required to get more help*

For help on a particular part of the screen

1. *Press Shift F1*
2. *Click on the area of the screen you wish to know about*

To close help

*Alt + F4*

Or

*File menu: Exit (make sure you get the file menu for the help and not for the software)*

For more information on using the Office Assistant in Outlook 2000 see the next page

---

### 2.3.3 The official Outlook 2000 Manual

Software manuals have improved. Use them as a reference on specific functions, rather than for a general read on how to use the software.

Go to the reference section and look up the thing you want explained.

# 2.4 Working with Windows

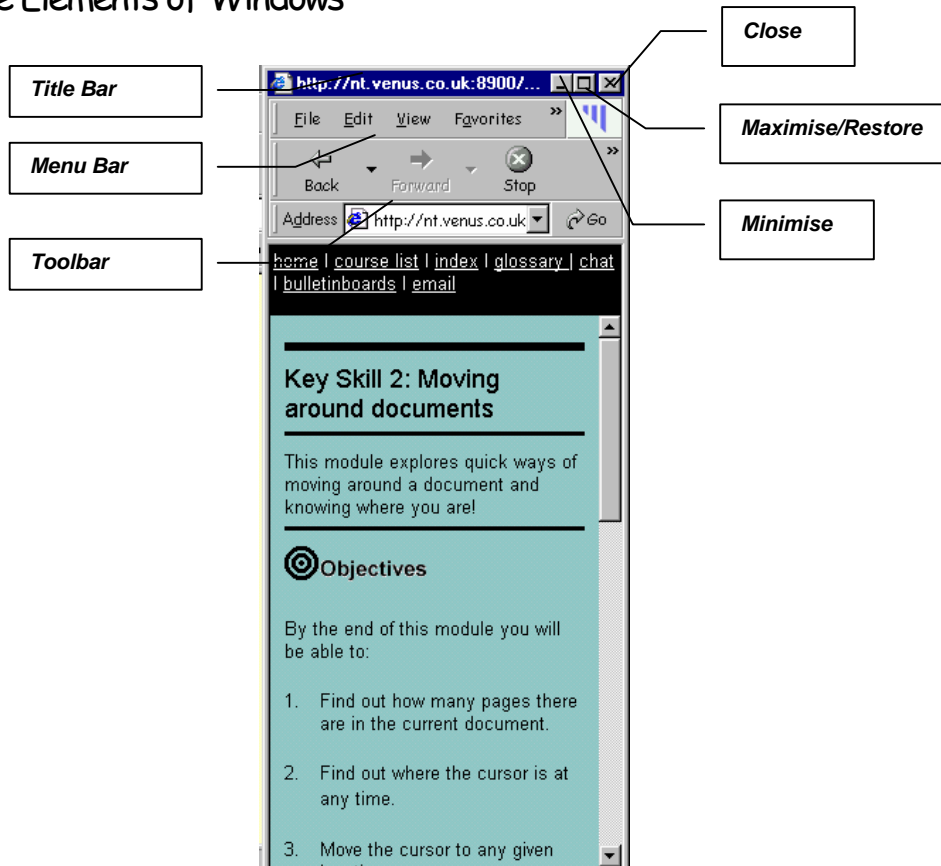
## 2.4.1 What are Windows

Every task which you perform on your computer will open in a box called a Window. For instance, when you open Word, a window appears on the screen containing the software. You then work inside the window.

It is possible to have many windows open at once. Our online courses require you to have at least two windows open:-

- **Internet Browser**, e.g. Internet Explorer, Netscape Navigator: Which contains course modules.
- The **software** you are learning, e.g. Word, Excel, Outlook

## 2.4.2 The Elements of Windows



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### 2.4.3 Minimising Windows

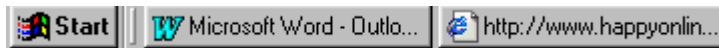
Minimising a window makes it temporarily disappear! Use it if you have to get a window out of the way so you can see something else!

Click minimise at the top right of the window



**To restore a window after it has been minimised...**

Click the name of the window from the task bar at the bottom of the screen



---

### 2.4.4 Maximising/Restoring Windows


Maximise allows you to make a window fill the whole of the screen. Use it when you want to concentrate on just one window.

Maximise is interchangeable with restore. When you restore a window it is still visible, but will not fill the whole screen. You can change the restored shape to anything you want by re-sizing the window (see below).

**Maximising a Window...**

Click Maximise at the top right of the window




Window will fill the screen  
Maximise button will change to  
Restore button 

**Restoring a Window...**

Click Restore at the top right of the window



Window will shrink  
Restore button will change to  
Maximise button 

---

### 2.4.5 Closing Windows

Click the "x" at the top right of the window



---

### 2.4.6 Switching Between Windows

Click the window you require on the task bar      Window will appear on screen

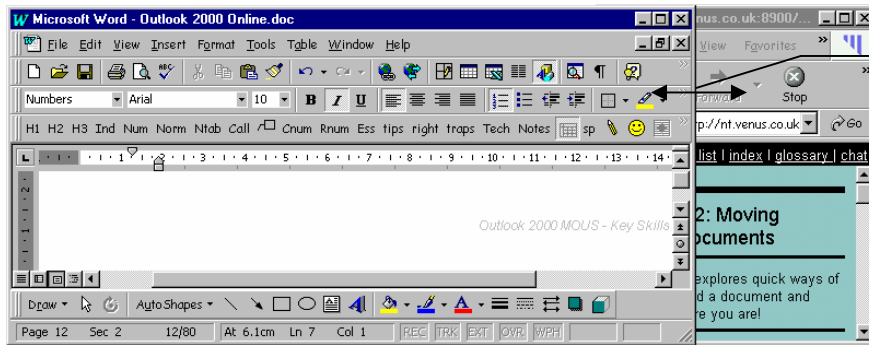


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## 2.4.7 Re-Sizing Windows

1. Ensure that the window is restored
2. Position the mouse at the edge of a window
3. Click and drag

*If the window is minimised or maximised you can't re-size it!  
Mouse will change to a double-headed arrow*



**The window for Word is overlapping the Browser window.**  
**If you position your mouse at this edge and drag to the left, you will make the window narrower, and get rid of the overlap.**

---

## 2.4.8 Moving Windows

1. Ensure that the window is restored
2. Position the mouse on the blue title bar

*If the window is minimised or maximised you can't move it  
Mouse will change to a white arrow*



3. Click and drag to move the window to a new position