

# Outlook 2003: Advanced

1 Day

## Description

If you have been using Microsoft® Outlook® 2003 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.

## Prerequisites

Before taking this course, students are required to take:

- ✓ Microsoft Outlook 2003: Basic

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ track outlook activities using groups and shortcuts.
- ✓ customize the calendar by setting various calendar options.
- ✓ modify message options.
- ✓ make folder information available to other Outlook users.
- ✓ assign and track tasks.
- ✓ customize the Outlook environment.
- ✓ sort, find and color-code items in your mailbox and calendar

## Outline

### Unit 1: Customizing Outlook

Topic A: The Outlook environment

Topic B: Groups and shortcuts

### Unit 2: Messages

Topic A: Searching and filtering messages

Topic B: Customizing messages

### Unit 3: The Inbox

Topic A: Organizing the Inbox folder

Topic B: Setting rules

Topic C: Managing your mailbox

Topic D: Alternate e-mail methods

### Unit 4: Folders

Topic A: The Notes folder

Topic B: The Journal folder

Topic C: The Calendar folder

Topic D: The Contacts folder

Topic E: Business Contact Manager

### Unit 5: Templates and forms

Topic A: Working with templates

Topic B: Forms

### Unit 6: Integration

Topic A: Outlook components

Topic B: Importing and exporting data

### Unit 7: Public, shared, and offline folders

Topic A: Public folders

Topic B: Sharing your Outlook folders

Topic C: Offline folders

### Unit 8: Newsgroups and e-mail security

Topic A: Newsgroups

Topic B: Security

### Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives