

# Outlook 2007: Advanced

1 Day

## Description

This course is the third in a series of Microsoft Office Outlook 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

## Target Student:

This course is for persons with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.

## Prerequisites

This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge thereof) are required:

- ✓ Microsoft Office Outlook 2007:Basic
- ✓ Microsoft Office Outlook2007: Intermediate
- ✓ Microsoft Office Word 2007: Basic

## Certification

Microsoft Office Outlook 2007: Advanced is one of a series of ExecuTrain courses that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

## Objectives

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

- ✓ personalize your email.
- ✓ organize Outlook items.
- ✓ manage Outlook data files.
- ✓ work with contacts.
- ✓ save and archive email messages.
- ✓ create a custom form.
- ✓ work offline and remotely.

## Outline

### Unit 1: Mailbox

Topic A: Managing data files  
Topic B: Managing your mailbox

### Unit 2: Notes and Journal folders

Topic A: The Notes folder  
Topic B: The Journal folder

### Unit 3: Calendar and Contacts

Topic A: The Calendar  
Topic B: Group schedules  
Topic C: The Contacts folder

### Unit 4: Collaboration features

Topic A: Sharing your folders  
Topic B: Sharing Calendars  
Topic C: SharePoint integration  
Topic D: RSS feeds

### Unit 5: Templates and forms

Topic A: Working with templates  
Topic B: Working with forms

### Appendix A: Business Contact Manager

Topic A: Using Business Contact Manager