

Outlook 2007: Intermediate

1 Day

Description

If you have been using Microsoft Office Outlook 2007 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. In this course, you will customize your Outlook environment, calendar, mails, folders, and also track, share, assign, and quickly locate various Outlook items.

Target Student:

This course is designed for experienced Outlook users who need to customize their environment, calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Prerequisites:

Before taking this course, students are required to take the following ExecuTrain courses or possess equivalent knowledge of:

- ✓ Windows Introduction
- ✓ MS Office Outlook 2007: Basic

Objectives

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

- ✓ customize the calendar by setting various calendar options.
- ✓ set message options.
- ✓ track work activities using the Journal.
- ✓ assign and track tasks.
- ✓ share folder information.
- ✓ customize the Outlook environment.
- ✓ sort, find, and color-code items in your mailbox and calendar.
- ✓ work with public folders.

Outline

Unit 1: Customizing Outlook

Topic A: The Outlook environment
Topic B: Groups and shortcuts
Topic C: Address books

Unit 2: Customizing messages

Topic A: Customizing message appearance
Topic B: Signatures
Topic C: Voting buttons
Topic D: Out-of-office messages

Unit 3: Organizing items

Topic A: Instant and advanced search
Topic B: Filters
Topic C: Categories

Unit 4: Folders

Topic A: Personal folders
Topic B: Public folders
Topic C: Offline folders

Unit 5: Organizing Mail

Topic A: Organizing the Inbox folders
Topic B: Organizing folders
Topic C: Setting rules