MICROSOFT OUTLOOK 2007 ADVANCED

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MS Outlook 2007
Advanced

COURSE LENGTH: 1.0 DAYS

In this Microsoft Outlook 2007 Advanced workshop, we'll cover some of the more advanced tasks in Outlook 2007, like customising your Outlook interface and profile and how to use Word elements in your E-mails.

The PD Training Microsoft Outlook 2007 Advanced Training Course provides participants skills and understanding in using advanced e-mail, calendar, and task commands, as well as the Notes feature. You'll also learn about RSS feeds and how to manage and protect your Outlook data.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Parramatta, Canberra and Perth.

Contact us today for a group quote.

MICROSOFT OUTLOOK 2007 ADVANCED COURSE OUTLINE

FOREWORD

In this Microsoft Outlook 2007 Advanced workshop, we'll cover some of the more advanced tasks in Outlook 2007, like customising your Outlook interface and profile and how to use Word elements in your E-mails.

This course explains some of the advanced e-mail, calendar, and task commands, as well as the Notes feature. You'll also learn about RSS feeds and how to manage and protect your Outlook data.

OUTCOMES

- Customise Outlook
- Change the Reading Pane
- Add Word elements to e-mails like, SmartArt, Pictures & tables
- Setup a signature
- Add voting buttons
- Add a follow-up flag
- Create recurring appointments
- Track meeting responses
- Create recurring tasks
- Set task options
- Create & edit Notes
- Add, modify & delete an RSS feed
- Use Mailbox cleanup
- Understand data configurations
- Manage Outlook data

MODULES

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Customising Outlook
- Customising the Navigation Pane
- Changing the Reading Pane
- Changing the To-Do Bar
- Resizing Panes

Lesson 3: Adding Word Elements to an E-mail
- Common Formatting Tasks
- Adding SmartArt

Lesson 4: Customising Your Profile
- Setting up a Signature
- Changing Font Options

- Adding Pictures
- Adding Tables

- Changing Stationary Options
- Enabling or Disabling Automatic Spell Check

Lesson 5: Advanced E-mail Tasks
- Adding Voting Buttons
- Setting the Priority
- Changing the Message Format
- Adding a Follow-Up Flag

Lesson 6: Advanced Calendar Tasks
- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Colour-Coding Appointments
- Changing Calendar Options

Lesson 7: Doing More with Tasks
- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options

Lesson 8: Using Notes
- Opening the Notes Folder
- Create a Note
- Editing a Note
- Colour-Coding a Note
- Changing Note Views

Lesson 9: Viewing RSS Feeds
- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items

Lesson 10: Managing Outlook Data - Part One
- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data

Lesson 11: Managing Outlook Data - Part Two
- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File

Lesson 12: Wrapping Up
- Words from the Wise

WEB LINKS

- ➤ View this course online
- ➤ In-house Training Instant Quote