MICROSOFT OUTLOOK 2007 ESSENTIALS

Generate a group quote today

MS Outlook 2007 Essentials

COURSE LENGTH: 1.0 DAYS

Microsoft Outlook 2007 is a powerful tool designed to help you manage your time using Calendar and Tasks features, and connect to a wide variety of email, cloud computing, social media accounts and more.

The PD Training Microsoft Outlook 2007 Essentials Training Course provides participants with a deep understanding of the basic Outlook features like composing and formatting messages, customising your inbox, creating rules for processing mail and much more.

This fun and practical 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 ESSENTIALS COURSE OUTLINE

FOREWORD

Outlook is a powerful e-mail application. However, it does much more than that to help you stay organised. With contacts, calendars, and tasks, Outlook can help you manage every aspect of your life.

OUTCOMES

- Open & Close Outlook
- Use the Outlook Interface, including the new Backstage view
- Set up an e-mail account
- View the Inbox
- Send and Receive messages
- View messages
- Use Quick Steps
- Reply to or forward messages
- Delete e-mail
- Ignore e-mail
- Create and send a new message
- Address a new message
- Create the body of an e-mail message
- Attach files to messages
- Mark an item as Read or Unread
- Print messages
- Create folders and use them to organise messages
- Understand and handle Junk Mail
- Create Rules for handling messages
- Use Categories
- Flag items for follow-up
- Search for items
- Understand appointments and the calendar
- Understand tasks and the To-Do List
- Create and organise contacts

MODULES

Lesson 1: Getting Started
- Workshop Objectives

Lesson 2: Opening and Closing Outlook
- Opening Outlook
- Understanding the Interface
- Using Backstage View
- Setting up an E-mail Account

- Viewing Your Inbox
- Closing Outlook

Lesson 3: Working with E-mail
- Sending and Receiving Mail
- Viewing an E-mail
- Replying To or Forwarding an E-mail
- Deleting an E-mail
- Ignoring E-mail
- Using Quick Steps

Lesson 4: Creating a New E-mail
- Creating an E-mail
- Addressing an E-mail
- Creating the Body
- Attaching a File
- Sending the Message

Lesson 5: Managing E-mail
- Marking an Item as Read or Unread
- Printing a Message
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving, and Deleting Folders

Lesson 6: Managing Junk Mail
- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk

Lesson 7: Outlook's Organisation Tools
- Creating a Basic Rule
- Creating an Advanced Rule
- Using Categories
- Flagging an Item for Follow-Up
- Viewing Favorite Folders

Lesson 8: Searching for Items
- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search

Lesson 9: An Introduction to the Calendar
- Getting Started
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders

Lesson 10: An Introduction to Tasks
- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views

Lesson 11: An Introduction to Contacts
- Getting Started
- Creating a New Contact
- Editing a Contact
- Organising Contacts

Lesson 12: Wrapping Up
- Words from the Wise

WEB LINKS

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