MICROSOFT OUTLOOK 2010 ADVANCED

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Microsoft Outlook 2010 Advanced

COURSE LENGTH: 1.0 DAYS

This third and final course in the Outlook 2010 series was developed to elevate your Outlook skills to an expert level.

The PD Training Microsoft Outlook 2010 Advanced Training Course empowers you with a deep understanding and skills in archiving email,staying informed by subscribing to RSS feeds, staying connected to colleagues, delegating access to calendars and contacts, using mail merge to send email messages to numerous contacts at once and much more.

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

Contact us today for a group quote.

MICROSOFT OUTLOOK 2010 ADVANCED COURSE OUTLINE

FOREWORD

In this Outlook 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, participants will learn how to subscribe to RSS news feeds and use the Outlook Social Connector to stay current with colleagues.

Participants will also learn how to manage their mailboxes and archive their mail, create and work with notes and Journal entries, share Outlook calendars and contacts, create e-mail templates, and use mail merge to send personalised messages to groups of contacts.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Outlook 2010.

Prerequisites:

Outlook 2010: Intermediate or equivalent experience.

OUTCOMES

After completing this course participants will be able to:
- Connect Outlook to a social network account
- Connect to a colleague
- Subscribe to RSS feeds
- Archive messages
- Restore archive messages
- Create and work with notes
- Create Journal entries manually and automatically
- Learn to share calendars and contacts
- Grant and remove folder sharing permissions
- Delegate access to calendar and contacts
- Access a SharePoint calendar in Outlook
- Access SharePoint contacts in Outlook
- Learn to send many messages using mail merge

MODULES

Lesson 1: Collaboration
- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

Lesson 2: Mailbox management
- Managing your mailbox
- Archiving your mail

Lesson 3: The Notes and Journal folders
- Recording information with Notes
- Tracking activities with the Journal

Lesson 4: Calendars and contacts
- Managing your calendar
- Managing your contacts

Lesson 5: Mail merges and templates
- Performing mail merges
- Working with templates

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WEB LINKS

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