MICROSOFT OUTLOOK 2010 INTRODUCTION

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COURSE LENGTH: 1.0 DAYS

The PD Training MS Outlook 2010 Introduction Training Course provides you with a basic understanding of the primary functions included in Outlook 2010.

MS Outlook is an email application used to create meeting requests, make appointments, set tasks for yourself and others, send, receive and manage emails, add spammers to the blocked list, set up search folders and much more.

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

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MICROSOFT OUTLOOK 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Outlook 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Outlook 2010. Participants will learn how to read, create, send, and forward e-mail messages.

Participants will then learn how to manage messages and attachments, configure message options, and use search folders. Participants will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings.

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.

OUTCOMES

- Identify elements of the Outlook window
- Use the Navigation pane, Reading pane, and To-Do Bar
- Access folders from Outlook Today
- Customise Outlook Today
- Create, format and send messages
- Check a message's spelling
- Reply to and forward messages
- Delete and restore messages
- Send and forward attachments
- Compress large attachments
- Preview and save attachments
- Define delivery options
- Flag an email message
- Use delivery and read receipts
- Add senders to Blocked Senders or Safe Senders lists
- Mark a message as not junk
- Set up and use a Search folder
- Add and modify Contacts
- Create, edit and delete Tasks
- Add, delete, modify and restore Appointments
- Add, delete and modify Meetings

MODULES

Lesson 1: Getting started
- The program window
- Outlook Today
- Getting help

Lesson 2: E-mail
- Reading messages
- Creating and sending messages
- Working with messages
- Handling attachments

Lesson 3: E-mail management
- Setting message options
- Managing junk e-mail
- Using Search folders
- Printing messages and attachments

Lesson 4: Contacts
- Working with contacts
- Using contact groups
- Using the People Pane

Lesson 5: Tasks
- Working with tasks
- Managing tasks

Lesson 6: Appointments and events
- Creating and sending appointments
- Modifying appointments
- Working with events
- Using Calendar views

Lesson 7: Meeting requests and responses
- Scheduling meetings
- Managing meetings

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WEB LINKS

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