

Microsoft Office Outlook 2007 (Intermediate)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Outlook 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for current Microsoft Outlook users who wish to extend their knowledge and skills.

Prerequisites: This course is designed for current users who can perform basic tasks in Outlook such as sending basic emails and managing incoming mail.

Products Covered:
Microsoft Office Outlook 2007

Further Training:
Microsoft Office Outlook 2007 (Advanced)

Course Description

This one day, instructor-led course covers aspects of Microsoft Outlook beyond building basic mail management and deals with functions and templates. It includes areas such as folders, text formatting and signatures.

Objectives

At the completion of this courseware participants will be able to:

- manage folders and rules to operate the Outlook inbox most efficiently
- use the search functions
- edit and format text and appearance of emails
- add additional features such as calendars and signatures
- change message options

Topics Covered

Managing Folders

Creating and Renaming Folders
Moving and Deleting Folders
Moving Messages to Folders

Mail Management Tools

Creating a Simple Rule
Using the Rules and Alerts Wizard
Using the Organize Pane

Security Tools

Using the Junk E-Mail Filter
About the Phishing Filter
About Automatic Downloads
Applying Blocked and Safe Senders Lists

Instant Search

Performing an Instant Search
Using the Query Builder

Search Folders

Creating and Customizing Search Folders
About Favorite Folders
About Shortcut Groups

Finding Items in Outlook

Opening and Using Advanced Find
Finding Contacts

Selecting Text

Selecting Text with the Mouse or Keyboard
Selecting Text and Objects with the Ribbon
Tips and Tricks

Moving Text

Cutting, Copying, and Pasting Text
Using the Office Clipboard
Dragging and Dropping Text
Finding and Replacing Text

Adding Fonts to Text

Choosing a Font Type
Changing the Font Size
Applying Text Effects
Applying Font Color
Applying Highlighting
Changing Font's Case

Advanced Text Effects

Using the Format Painter
Adding Drop Caps
Applying a Quick Style
Aligning and Justifying Text

Formatting Paragraphs

Indenting A Paragraph
Changing Paragraph Spacing
Adding Borders or Shading

Polishing Your Message

Creating a Bulleted or Numbered List
Adding Hyperlinks
Setting the Page Color and Theme
Checking Your Spelling

Adding Word Elements

Adding Tables
Adding Pictures, ClipArt or Shapes
Adding SmartArt, Text Boxes or WordArt

Adding Outlook Elements

Adding a Calendar
Adding a Business Card
Adding Other Outlook Items

Mail Formats

Switching Between Formats
About Plain Text
About Rich Text Format
About Hyper Text Markup Language (HTML)

Signatures and Stationery

Creating and Editing A Signature
Setting Signature Options
Using Signatures and Setting Themes
Using Stationery

Changing Message Options

Setting Message Priority
Marking a Message for Follow-Up
Showing and Hiding Fields
Working with Multiple E-Mail Accounts
Requesting Delivery and Read Receipts

Advanced Message Options

Adding Voting Options
Changing the Reply-To Address
Delaying Delivery
Saving Your Message outside Sent Items