

Upgrading to Microsoft Office Outlook 2007

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 new Microsoft Outlook 2007 users who wish to explore the new ribbon and features.

Prerequisites: It is important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Outlook 2007

Course Description

This one day, instructor-led course covers the skills and knowledge required to navigate the features in Outlook 2007. The course covers email editing and sending as well as calendars and signatures.

Objectives

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

- Navigate the Outlook 2007 ribbon
- Send and answer mail
- Change calendar and mail options
- Customise signatures
- Organise Outlook 2007 through categories and tasks
- Change account settings

Topics Covered

Starting Out

What's New?

Our Favorite Features

About the Notification Icon

Interacting with Outlook

The Outlook Interface

Using the Main Menu

Using Shortcut Menus and Keys

Using Dialogue Boxes

The New Interface

About Ribbons and Chunks

About Option Buttons

Minimizing the Ribbon

Using the Quick Access Toolbar

Adding and Removing Buttons

Using the Options Dialogue to Customise

Using the Outlook Panes

Using Outlook Today

Using the Navigation and Reading Pane

Using the To-Do Bar

Getting Help in Outlook

The Help Toolbar

Searching for Help

Using the Table of Contents

Using the Type a Question Box

Answering Mail

Replying to and Forwarding Messages

Opening and Saving Attachments

Using the Attachment Previewer

Doing More with E-mail

Adding Attachments

Creating Hyperlinks

Using Themes

Polishing your Message

Creating a Bulleted or Numbered List

Adding Hyperlinks

Setting the Page Color and Themes

Checking Your Spelling

Adding Word Elements

Adding Tables, Pictures and ClipArt

Adding Shapes and SmartArt

Adding Text Boxes and WordArt

Adding Outlook Elements

Adding a Calendar or Business Card

Adding Other Outlook Items

Advanced Calendar Options

Using the Time Zone Feature

Creating Recurring Appointments

Setting Calendar Options and Adding Holidays

Advanced Mail Options

Setting Mail Editor Options

Customizing the Navigation and Reading Pane

Customizing the To-Do Bar

Advanced Contact Management Options

Showing Additional Fields

Marking a Contact as Private

Using the Communicate Chunk

Sending a Contact as a Business Card

Signatures and Stationery

Creating and Editing a Signature

Setting Signature Options

Setting Themes

Using Stationery

RSS

Setting up an RSS Feed

How an RSS Feed Looks and Works

Additional Features

Using Categories

Assigning a Category to an Item

About Quick Click

Creating Category Search Folders

Upgrading Categories

Using Categories in a View

Linking Items

Linking Files and Outlook Items

Linking a Business Card to an Outlook Item

Using the Journal to Link Items

Publishing your Calendar

Publishing and Searching Your Calendar

Opening another User's Calendar

Using Overlay Mode

Saving Your Calendar

Using the Account Settings Window

Using the E-mail and RSS Feeds Tab

Using the SharePoint Lists Tab

Modifying Published Calendars and Address Books

Security Tools and The Trust Centre

Using the Junk E-Mail Filter and Phishing Filter

About Automatic Downloads