

Course Outline

Microsoft Outlook Intermediate



Duration: 1 day (6 hours)

Learning Objectives:

- Customize the Outlook environment; customize menus, toolbars, the Quick Access toolbar, the startup folder, the To-Do bar, and Reading pane; create groups and shortcuts; and use and create address books.
- Customize messages by applying themes, stationery, fonts, and e-mail options; create and use signatures and use an electronic business card as a signature; add voting buttons to messages and respond to messages that include voting buttons; and use the Out of Office Assistant to set up out-of-office notices.
- Use Instant Search to search your Inbox, all mail folders, Contacts, Calendar, and Tasks; customize Instant Search and use Advanced Find; use filters to find messages that meet certain criteria; use categories to group messages; apply categories to contacts, appointments, meetings, and tasks; create a custom category; and sort and search using categories.
- Create a personal folder and a subfolder; move, rename, delete, and restore a subfolder; open and close a personal folder; move messages between folders; create and use public folders; secure a public folder; post, edit, and delete items in a public folder; delete a public folder; and use offline folders and Cached Exchange mode.
- Use arrangements to sort and group messages; manage and organize the Inbox by using the Organize page and rules; and use the Rules Wizard to set rules for messages.

Certification Track

This course is designed to help you pass the Microsoft Certified Application Specialist exam for Outlook 2007. For comprehensive certification training, you should complete all of the following courses: Outlook 2007: Basic, Outlook 2007: Intermediate, and Outlook 2007: Advanced.

Target Audience:

The target student for the course is an individual who wants to learn to customize Outlook, work with folders, and organize Outlook components.

Prerequisites:

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the Outlook 2007: Basic course or have equivalent experience.

Topics Covered:

- Customizing Outlook
 - The Outlook environment
 - Groups and shortcuts
 - Address books
- Customizing messages
 - Customizing message appearance
 - Signatures
 - Voting buttons
 - Out-of-office messages
- Organizing items
 - Instant and advanced search
 - Filters
 - Categories
- Folders
 - Personal folders
 - Public folders
 - Offline folders
- Organizing Mail
 - Organizing the Inbox folders
 - Organizing folders
 - Setting rules