

Duration:

One day

Description:

Building on the skills and concepts taught in Outlook 2010: Basic, this ILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, teaches students how to work more efficiently in Outlook. Students will learn how to customize Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customize their messages and signatures, and set up automatic replies. In addition, students will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organizing messages.

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

Table Of Contents:

Unit 1: Customizing Outlook
Topic A: The Outlook environment
Topic B: General options
Topic C: Language and keyboard options
Topic D: Quick Steps
Topic E: The Navigation pane

Unit 2: Working with contacts
Topic A: Address books
Topic B: Contact groups

Unit 3: Customizing messages
Topic A: Message appearance
Topic B: Signatures
Topic C: Voting buttons
Topic D: Out-of-office messages

Unit 4: Organizing items
Topic A: Folders
Topic B: Searching
Topic C: Filters
Topic D: Categories

Unit 5: Organizing Mail
Topic A: Organizing the Inbox folder
Topic B: Setting rules

Appendix A: Microsoft Certified
Application Specialist exam objectives
Topic A: Exam objectives map

Appendix B: Working with folders
Topic A: Public folders
Topic B: Offline folders