



Course Length: 1.0 days

This course is for individuals with an intermediate understanding of Outlook and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms and work offline and remotely.

This advanced course will build on the email and calendaring skills you have already obtained on the previous Outlook 2007 courses. This will provide participants with the skills needed to customize Outlook, change the reading pane, add word elements to e-mails like SmartArt, pictures & tables and much more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Outlook 2007 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote or enroll now into the next public course date.

## Outlook 2007 Advanced Course Outline

### Foreword:

In this Microsoft Outlook 2007 Advanced workshop, we'll cover some of the more advanced tasks in Outlook 2007, like customizing your Outlook interface and profile and how to use Word elements in your E-mails.

This course explains some of the advanced e-mail, calendar, and task commands, as well as the Notes feature. You'll also learn about RSS feeds and how to manage and protect your Outlook data.

### Outcomes:

- Customize Outlook
- Change the Reading Pane
- Add Word elements to e-mails like, SmartArt, Pictures & tables
- Setup a signature
- Add voting buttons
- Add a follow-up flag
- Create recurring appointments
- Track meeting responses
- Create recurring tasks
- Set task options
- Create & edit Notes
- Add, modify & delete an RSS feed
- Use Mailbox cleanup
- Understand data configurations
- Manage Outlook data

#### Outlook 2007 Advanced Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

#### Outlook 2007 Advanced Training Course - Lesson 3 **Adding Word Elements to an E-mail**

- Common Formatting Tasks
- Adding SmartArt
- Adding Pictures
- Adding Tables

#### Outlook 2007 Advanced Training Course - Lesson 2 **Customizing Outlook**

- Customizing the Navigation Pane
- Changing the Reading Pane
- Changing the To-Do Bar
- Resizing Panes

#### Outlook 2007 Advanced Training Course - Lesson 4 **Customizing Your Profile**

- Setting up a Signature
- Changing Font Options
- Changing Stationary Options
- Enabling or Disabling Automatic Spell Check



Outlook 2007 Advanced Training Course - Lesson 5  
**Advanced E-mail Tasks**

- Adding Voting Buttons
- Setting the Priority
- Changing the Message Format
- Adding a Follow-Up Flag

Outlook 2007 Advanced Training Course - Lesson 7  
**Doing More with Tasks**

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options

Outlook 2007 Advanced Training Course - Lesson 9  
**Viewing RSS Feeds**

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items

Outlook 2007 Advanced Training Course - Lesson 11  
**Managing Outlook Data - Part Two**

- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File

Outlook 2007 Advanced Training Course - Lesson 6  
**Advanced Calendar Tasks**

- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Color-Coding Appointments
- Changing Calendar Options

Outlook 2007 Advanced Training Course - Lesson 8  
**Using Notes**

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Color-Coding a Note
- Changing Note Views

Outlook 2007 Advanced Training Course - Lesson 10  
**Managing Outlook Data - Part One**

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data

Outlook 2007 Advanced Training Course - Lesson 12  
**Wrapping Up**

- Words from the Wise

**Web Links:**

View this course online:

<http://pdtraining.com.my/courses/outlook-2007-advanced-training-course>

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