OUTLOOK 2010 INTERMEDIATE

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Microsoft Outlook 2010 Intermediate

COURSE LENGTH: 1.0 DAYS

Microsoft Office Outlook 2010 is designed for individuals who want to create and send email, manage contact information and to-do tasks, schedule appointments and meetings, and use notes in a single convenient place. By learning the basics of Outlook 2010, you'll make your daily routines easy and well-organized.

This Microsoft Office Outlook 2010 from PD Training can help you identify the elements of the Outlook Window, use the navigation pane, reading pane and the to-do bar, compose, format and send messages, send and forward attachments and much more.

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

This Microsoft Outlook 2010 Intermediate 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.

OUTLOOK 2010 INTERMEDIATE COURSE OUTLINE

FOREWORD

Building on the skills and concepts taught in Outlook 2010: Introduction, this Outlook 2010 Intermediate training course running in Kuala Lumpur and Malaysia wide, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches participants how to work more efficiently in Outlook.

Participants 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, participants will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organizing messages.

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

Prerequisites:

Outlook 2010: Introduction or equivalent experience.

OUTCOMES

- Customize the ribbon
- Customize the Quick Access bar
- Change user interface options
- Add a language
- Remove keyboard layouts
- Use & configure Quick Steps
- Change the startup folder
- Create shortcuts in the Navigation pane
- Use address books
- Create a Contacts folder
- Work with contact groups
- Apply themes to messages
- Use instant search
- Specify a message format
- Use an electronic business card as a signature
- Create, assign and group messages with categories
- Use views to organize messages
- Create mail rules manually & using the Rules Wizard

MODULES

Lesson 1: Customizing Outlook

- The Outlook environment
- General options
- Language & keyboard options
- Quick Steps
- The Navigation pane

Lesson 2: Working with contacts

- Address books
- Contact groups

Lesson 3: Customizing messages

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

Lesson 4: Organizing items

- Folders
- Searching
- Filters
- Categories

Lesson 5: Organizing mail

- Organizing the Inbox folder
- Setting rules

Lesson 6: Working with folders

- Public folders
- Offline folders

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote