

## MICROSOFT OUTLOOK 2013 ADVANCED

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Microsoft Outlook  
2013  
Advanced



**COURSE LENGTH: 1.0 DAYS**

Email is one of the most extensively used means of communication, whether for personal or business communications. Microsoft Outlook is used to manage the emails, meetings, and other communications sent among employees.

In this Microsoft Outlook 2013 Advanced training course, you will learn some of the more advanced features of the Outlook 2013 interface to fully and proficiently use the system to manage your communications and interactions with colleagues. The course will guide you on how to format fonts and paragraphs, apply styles and themes, add screenshots and pictures, delay delivery of emails and much more.

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

This Microsoft Outlook 2013 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.

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## MICROSOFT OUTLOOK 2013 ADVANCED COURSE OUTLINE

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### FOREWORD

Outlook 2013 helps you to manage, organize and communicate easily and effectively. Outlook 2013 Advanced Training Course is designed for advanced learners who have basic knowledge of the application. This comprehensive training course includes skill development in formatting messages, prioritizing, tracking options, customizing messages, working with RSS feeds, printing from Outlook, managing data, and using advanced calendar tasks.

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### OUTCOMES

This extensive training course helps participants develop advanced skills in Outlook 2013 through understanding and practice so that they gain mastery over it.

**After completing this course, participants will have learned to:**

- Format fonts and paragraphs
  - Use styles and themes
  - Alter stationary options
  - Use various categories
  - Add screenshots and pictures
  - Delay delivery of emails
  - Add voting buttons to emails
  - Use email tracking options
  - Enable junk mail filter
  - Enable the phishing filter
  - Modify safe and blocked senders list
  - Create a recurring appointment, meeting requests, and additional calendars
  - Use Color-coding
  - Create and editing a note
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### MODULES

#### Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

#### Lesson 2: Working with Messages

- Formatting Fonts and Paragraphs
- Using Styles and Themes
- Adding Pictures or Screenshots
- Using Spell Check
- Using the Other Review Options
- Lesson Two: Review Questions

#### Lesson 3: Customizing Your Profile

- Setting up a Signature

#### Lesson 4: Advanced E-Mail Tasks

- Adding Voting Buttons

- Changing Stationery Options
- Enabling or Disabling Automatic Spell Check
- Using Categories
- Lesson Three: Review Questions
- Setting the Priority
- Using Tracking Options
- Delaying Delivery
- Directing Replies
- Lesson Four: Review Questions

### Lesson 5: Managing Junk Mail

- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk
- Lesson Five: Review Questions

### Lesson 6: Advanced Calendar Tasks

- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Color-Coding Appointments
- Changing Calendar Options
- About Calendar Groups
- Lesson Six: Review Questions

### Lesson 7: Doing More with Tasks

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options
- Lesson Seven: Review Questions

### Lesson 8: Using Notes

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Color-Coding a Note
- Changing Note Views
- Lesson Eight: Review Questions

### Lesson 9: Viewing RSS Feeds

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items
- Lesson Nine: Review Questions

### Lesson 10: Printing

- Printing Attachments
- Printing Multiple Messages
- Printing Calendars
- Printing Multiple Contact Records
- Printing Tasks
- Printing Multiple Notes
- Lesson Ten: Review Questions

### Lesson 11: Managing Outlook Data (I)

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data
- Lesson Ten: Review Questions

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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## WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)