

## *Training Specification*

**Course:** Microsoft Outlook 2007 Level 2: Intermediate/advanced

**Duration:** One-Day

**COURSE OBJECTIVES:**

- Use Outlook to Manage Items
- Using Address Books and Message Features
- Working with Personal Distribution Lists
- Accessing the Internet and accessing Contacts Directly
- Managing Tasks and Scheduling Meetings
- Working with Templates, Utilizing Forms and Creating a Form

**WHO SHOULD ATTEND:**

Use Microsoft Outlook, a powerful personal information management program, to efficiently communicate, schedule appointments and tasks, record information, and organise your files. In our Intermediate level class, training participants will learn to track and group messages, prioritise and delegate tasks, manage contact records, and create and use templates. They will also learn to use different print styles and archive Outlook items.

**EXPERIENCE NEEDED:** Delegates should have an understanding of any of the following operating systems: Windows 2000 or above.

## COURSE CONTENT

### **1: Using Advanced Management Features**

- Managing Items
- Setting Up AutoArchiving
- Archiving Manually
- Retrieving Archived Items
- Creating and Applying Categories
- Finding Items
- Grouping Items
- Creating and Clearing a Filter
- Customizing Outlook
- Setting Options
- Adding Shortcuts to the Outlook Bar
- Moving a Shortcut on the Outlook Bar
- Removing a Shortcut from the Outlook Bar
- Changing Your Password

### **3: Working with Contacts**

- Refining Your Contact List
- Adding a Contact from the Same Company
- Using the File as Feature
- Accessing Contacts Directly
- Sending a Message to a Contact
- Accessing a Contact's Web Page
- Managing Favorite Web Addresses

### **2: Optimizing Mail Functions**

- Using Address Books
- Using an Address Book to Address a Message
- Adding a Name to Your Personal Address Book
- Creating an Alias in Your Personal Address Book
- Selecting a Default Address Book
- Working with Personal Distribution Lists
- Creating a Personal Distribution List
- Editing a Personal Distribution List
- Deleting a Personal Distribution List
- Using Message Features
- Saving and Closing a Message without Sending It
- Setting Spelling Options
- Setting Additional Spelling Features
- Setting and Using Message Options
- Using Voting Buttons
- Flagging a Message
- Recalling a Message
- Attaching a File
- Opening, Closing, and Saving an Attached File
- Accessing the Internet
- Inserting and Editing a Hyperlink in a Message
- Using a Hyperlink in a Message
- Using the Web Toolbar

### **4: Working with Other Users**

- Scheduling Meetings
- Inviting Colleagues and Setting a Meeting Time
- Inviting a Contact to a Meeting
- Responding to a Meeting Request
- Reviewing Meeting Information
- Rescheduling and Canceling a Meeting
- Scheduling an Event
- Completing Tasks
- Scheduling a Task
- Regenerating a Task
- Assigning a Task to Someone Else
- Responding to a Task Request
- Reclaiming Ownership of a Declined Task
- Creating a New Item from an Existing One

**5: Working with Templates and Forms**

Working with Templates

Using a Template

Creating a Template

Utilizing Forms

Installing Sample Forms

Using a Form

Creating a Form

Modifying an Existing Form

Publishing and Saving a New Form

Creating a Form from Another Program

*For further information please contact us:*

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