

ExecuTrain Course Outline

Outlook 2010: Intermediate

Course length: 1 day

Course Description

Building on the skills and concepts taught in Outlook 2010: Basic, this course 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.

Course Content

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