

Microsoft® Office Outlook® 2007: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

If you have been using Microsoft® Office Outlook® 2007 as a communications tool, then you know how to send a mail message; schedule appointments and meetings; and create contacts, tasks, and notes. This course is the second in a series of three Microsoft Outlook courses. In this course, you will customize your Outlook environment, calendar, mails, folders, and also track, share, assign, and quickly locate various Outlook items.

Course Objective: You will customize your environment, calendar, and mail messages to meet your specific needs as well as track, share, assign, and quickly locate various Outlook items.

Prerequisites: Before taking this course, students are required to take the following Element K courses or possess equivalent knowledge of:

Windows XP Professional: Level 1

Windows XP Professional: Level 2

Windows XP: Introduction

Windows 2000: Introduction

Microsoft Office Outlook 2007: Level 1

Course Content

Lesson 1: Setting Calendar Options

Topic 1A: Set Work Days and Times

Topic 1B: Display an Additional Time Zone

Topic 1C: Set Availability Options

Lesson 2: Setting Message Options

Topic 2A: Modify Message Settings

Topic 2B: Modify Delivery Options

Topic 2C: Change the Message Format

Topic 2D: Notify Others That You will be Out of the Office

Topic 2E: Create a Distribution List

Topic 2F: Insert a Hyperlink

Lesson 3: Tracking Work Activities Using the Journal

Topic 3A: Automatically Record a Journal Entry

Topic 3B: Manually Record a Journal Entry

Topic 3C: Modify a Journal Entry

Lesson 4: Managing Tasks

Topic 4A: Assign a Task

Topic 4B: Reply to a Task Request

Topic 4C: Send a Task Update

Topic 4D: Track Assigned Tasks

Lesson 5: Sharing Folder Information

Topic 5A: Specify Folder Permissions

Topic 5B: Access Another User's Folder

Topic 5C: Send Calendar Information in an Email Message

Topic 5D: Delegate Access to Folders

Lesson 6: Customizing the Outlook Environment

Topic 6A: Customize the Toolbar

Topic 6B: Create a New Toolbar

Topic 6C: Customize the Menu Bar

Topic 6D: Customize the Quick Access Toolbar

Topic 6E: Customize the To-Do Bar

Topic 6F: Create a Folder Home Page

Lesson 7: Locating Outlook Items

Topic 7A: Sort Messages Using Multiple Criteria

Topic 7B: Find Messages

Topic 7C: Find Outlook Items Using Multiple Criteria

Topic 7D: Filter Messages

Topic 7E: Organize Messages

Topic 7F: Manage Junk Email

Lesson 8: Working with Public Folders

Topic 8A: Create a Public Folder

Topic 8B: Add Users to a Public Folder

Topic 8C: Post Information in a Public Folder

Topic 8D: Send an Email Message to a Public Folder

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