

1 Days

50535A: Learn Microsoft Outlook 2010 Step by Step, Level 1

The Microsoft Outlook 2010 Level 1 training is a one-day course that introduces students to the various features and functions of Microsoft Outlook 2010.

Completion of the course equips the participants with the following skill set:

- Connecting to e-mail accounts.
- Troubleshooting connection problems.
- Working in the Outlook program window.
- Working with the ribbon and the Backstage view.
- Working in the Mail module, Calendar module, Contacts module & Tasks module.
- Creating and sending messages.
- Attaching files to messages.
- Viewing messages and message attachments.
- Responding to messages.
- Saving and updating contact information.
- Viewing message participant information.
- Configuring Reading Pane behavior.
- Communicating with contacts.
- Displaying different views of contact records.
- Printing contact records.
- Creating & Updating tasks.
- Displaying different views of tasks.
- Scheduling and changing appointments, events & meetings.
- Responding to meeting requests.
- Displaying different views of a calendar.
- Removing tasks and items from task lists.
- Managing task assignments.

Course Details

Course Outline

Module 1: Get Started with Outlook 2010

- Connect to E-Mail Accounts
- Troubleshoot Connection Problems

Lab: Connecting to E-Mail Accounts

Module 2: Explore the Outlook Windows

- Work in the Outlook Program Window
- Work with the Ribbon and the Backstage View
- Work in the Mail Module
- Work in the Calendar Module
- Work in the Contacts Module
- Work in the Tasks Module

Lab: Working in the Mail Module

Lab: Working in the Calendar Module

Lab: Working in the Contacts Module

Lab: Working in the Tasks Module

Module 3: Send and Receive E-Mail Messages

- Create and Send Messages
- Attach Files to Messages
- View Messages and Message Attachments
- Configure Reading Pane Behaviour
- View Message Participant Information
- Respond to Messages

Lab: Creating and Sending Messages

Lab: Attaching Files to Messages

Lab: Viewing Messages and Message Attachments

Lab: Responding to Messages

Module 4: Store and Access Contact Information

- Save and Update Contact Information
- Communicate with Contacts
- Display Different Views of Contact Records
- Print Contact Records

Lab: Saving and Updating Contact Information

Lab: Displaying Different Views of Contact Records

Lab: Printing Contact Records

Module 5: Managing Scheduling

- Schedule and Change Appointments
- Schedule and Change Events
- Schedule Meetings
- Respond to Meeting Requests
- Display Different Views of a Calendar

Lab: Scheduling and Changing Appointments

Lab: Scheduling and Changing Events

Lab: Scheduling Meetings

Lab: Displaying Different Views of a Calendar

Module 6: Track Tasks

- Create Tasks
- Update Tasks
- Remove Tasks and Items from Task Lists
- Manage Task Assignments
- Display Different Views of Tasks

Lab: Creating Tasks

Lab: Updating Tasks

Lab: Managing Task Assignments

Lab: Displaying Different Views of Tasks

Who Should Attend

This course is beneficial for information workers who want to learn beginner level Outlook 2010 skills.

Pre Requisite

Before attending this course, candidates must have:

- Basic Computer knowledge.
- Basic file-management skills.
- The candidate should have knowledge to navigate to folders and files on a computer running Windows 7.

464, Udyog Vihar Phase
V, Gurgaon (Delhi
NCR)-122016, India

+91 8882 233 777

training@mercury.co.in

www.mercurysolutions.co

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