1 Days

50536A: Learn Microsoft Outlook 2010 Step by Step, Level 2

The Microsoft Outlook 2010 Level 2 training is a one-day course that introduces students to more features and functions for managing e-mail, schedules, and contacts on Microsoft Outlook 2010.

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

- Working with Conversation view.
- Arranging messages in different ways.
- Organizing messages in folders.
- Organizing Outlook items by using color categories.
- Managing messages by using Quick Steps.
- Printing & Deleting messages.
- Quickly locating messages.
- Defining your available time & Configuring time zones.
- Sharing calendar information.
- Working with multiple calendars.
- Creating contact groups.
- Importing and exporting contact records.
- Creating additional address books.
- Quickly locating contact information.
- Personalizing electronic business cards.
- Personalizing the appearance of message text.
- Creating and formatting business graphics.
- Embedding and modifying images.
- Changing message settings and delivery options.

Course Details

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Course Outline

Module 1: Organize Your Inbox

- Work with Conversation View

- Arrange Messages in Different Ways

- Organize Outlook Items by Using Color Categories

- Organize Messages in Folders

- Manage Messages by Using Quick Steps

- Quickly Locate Messages

- Print Messages

- Delete Messages

Lab: Arranging Messages in Different Ways
Lab: Organizing Outlook Items by Using Color Categories
Lab: Organizing Messages in Folders
Lab: Managing Messages by Using Quick Steps
Lab: Quickly Locating Messages
Lab: Printing Messages

Module 2: Manage Your Calendar

- Define Your Available Time

- Configure Time Zones

- Work with Multiple Calendars

- Share Calendar Information

- Print a Calendar

Lab: Working with Multiple Calendars
Lab: Sharing Calendar Information
Lab: Printing a Calendar

Module 3: Work with Your Contact List

- Create Additional Address Books

- Import and Export Contact Records

- Create Contact Groups

- Quickly Locating Contact Information

- Personalize Electronic Business Cards

Lab: Creating Additional Address Books
Lab: Importing and Exporting Contact Records
Lab: Creating Contact Groups
Lab: Quickly Locating Contact Information
Lab: Personalizing Electronic Business Cards

Module 4: Enhance Message Content

- Personalize the Appearance of Message Text

- Embed and Modify Images

- Create and Format Business Graphics

- Change Message Settings and Delivery Options

Lab: Personalizing the Appearance of Message Text
Lab: Embedding and Modifying Images
Lab: Creating and Formatting Business Graphics

Who Should Attend

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

Pre Requisite

Before attending this course, candidates must have:

- Basic computer knowledge.

- Basic file management skills.

- Knowledge of the Outlook interface and Outlook item creation.

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