

Microsoft® Office Outlook® 2010: Level 3

Training Course Content

Course Objective: You will work with the advanced features of Outlook.

Prerequisites: This course assumes that you are proficient with Windows to manage information on your computer and that you have an intermediate knowledge of Outlook.

Lesson 1: Personalizing Your Email

Topic 1A: Apply Stationery and Themes
Topic 1B: Create a Custom Theme
Topic 1C: Create a Signature
Topic 1D: Modify Signatures
Topic 1E: Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

Topic 2A: Group Items
Topic 2B: Create Search Folders
Topic 2C: Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

Topic 3A: Back Up Outlook Items in Outlook Data Files
Topic 3B: Add Outlook Data Files to a Mail Profile
Topic 3C: Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

Topic 4A: Forward Contacts
Topic 4B: Edit an Electronic Business Card
Topic 4C: Export Contacts
Topic 4D: Perform a Mail Merge

Lesson 5: Saving and Archiving Email

Topic 5A: Save Messages in Alternate Formats
Topic 5B: Archive Messages
Topic 5C: Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

Topic 6A: Customize a Form
Topic 6B: Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

Topic 7A: Make Folders Available Offline
Topic 7B: Configure Remote Procedure Calls over HTTP
Topic 7C: Download Selected Messages
Topic 7D: Publish Calendar Information to Office Online