

Course OUT0702: Microsoft Outlook 2007 – Intermediate Level

One Day, Instructor Led

Pre-requisites

- Outlook 2007 - Basic

Course Details

Unit 1: Customizing Outlook

- The Outlook environment
- Groups and shortcuts
- Address books

Unit 2: Customizing messages

- Customizing message appearance
- Signatures
- Voting buttons
- Out-of-office messages

Unit 3: Organizing items

- Instant and advanced search

- Filters
- Categories

Unit 4: Folders

- Personal folders
- Public folders
- Offline folders

Unit 5: Organizing Mail

- Organizing the Inbox folders
- Organizing folders
- Setting rules

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note