

Course OUT0703: Microsoft Outlook 2007 – Advanced Level

One Day, Instructor Led

Pre-requisites

- Outlook 2007 - Basic

Course Details

Unit 1: Mailbox

- Managing data files
- Managing your mailbox

Unit 2: Notes and Journal folders

- The Notes folder
- The Journal folder

Unit 3: Calendar and Contacts

- The Calendar

- Group schedules
- The Contacts folder

Unit 4: Collaboration features

- Sharing your folders
- Sharing Calendars

Unit 5: Templates and forms

- Working with templates
- Working with forms

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