

Course Outline

Microsoft Outlook Intermediate



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course builds on the skills and concepts taught in Outlook 2010: Basic, First Look Edition. Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

Topics Covered:

- Unit 1: Customizing Outlook
 - Topic A: The Outlook environment
 - Topic B: Quick Steps
 - Topic C: The Navigation pane
 - Topic D: Address books
- Unit 2: Customizing messages
 - Topic A: Message appearance
 - Topic B: Signatures
 - Topic C: Voting buttons
 - Topic D: Out-of-office messages
- Unit 3: Organizing items
 - Topic A: Searching
 - Topic B: Filters
 - Topic C: Categories
- Unit 4: Working with folders
 - Topic A: Public folders
 - Topic B: Offline folders
- Unit 5: Organizing Mail
 - Topic A: Organizing the Inbox folder
 - Topic B: Setting rules