



Advanced Microsoft Outlook (1 Day)

COURSE GOAL: To develop users' skills to perform more advanced functions of Outlook.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Calendaring Techniques
- Tasking Techniques
- Processing emails
- Tracking with Journals
- Distribution Lists

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Setup a Distribution List
<input type="checkbox"/>	<input type="checkbox"/>	Customize Task Views
<input type="checkbox"/>	<input type="checkbox"/>	Define a Weekly Skeleton
<input type="checkbox"/>	<input type="checkbox"/>	Track Activities within Journals
<input type="checkbox"/>	<input type="checkbox"/>	Performs Various Sorts within the Contact Fields
<input type="checkbox"/>	<input type="checkbox"/>	Create A Distribution List
<input type="checkbox"/>	<input type="checkbox"/>	Sort Distribution Lists
<input type="checkbox"/>	<input type="checkbox"/>	Track all Activities with Each Client
<input type="checkbox"/>	<input type="checkbox"/>	Effectively Manage Your Task Lists

If you responded NO to three or more of these questions the you should consider participating in this course.

KEY TOPICS:

I. Office Automation

- A. The result of office automation
- B. Defining the work week
- C. Calendar Techniques
- D. Tasking Techniques
- E. Processing e-mail
- F. Tracking Client Activities
- G. Utilizing Contacts

II. Advanced Calendar Features

- A. Saving the Calendar as a web page
- B. Scheduling an e-mail response
- C. Advanced Task Tricks

III. Advanced Contacts Features

- A. Creating electronic business cards
- B. Mapping a contact's address
- C. Organizing your contacts using categories
- D. Tracking contact activities
- E. Creating a distribution list
- F. Contacts tips and tricks

IV. Advanced inbox features

- A. Creating a Signature
- B. Formatting mail messages
- C. Inbox productivity
- D. The rules wizard
- E. The out of office assistant

V. Outlook tips and tricks

- A. Protecting your personal folders
- B. Creating a new e-mail account
- C. Outlook productivity
- D. Customizing Outlook
- E. Recovering Deleted Items

