

Microsoft® Outlook 2010 – Advanced

Duration: 1 day

This course is designed as a progression from the Outlook Introduction course and aims to teach participants the more advanced functions.

Attending participants should have attended an introduction course or have equivalent knowledge. Please refer to our introduction overview to check knowledge and understanding at that level before attending this course.

Who should attend this course?

Individuals who use the advanced functions of Microsoft Outlook

Course Objectives

Upon completion of this course participants will be able to:

- Recap on key Outlook functionality
- Work with advanced folder functionality
- Perform a Mail Merge using Outlook contacts
- Personalise the message screen and message options
- Create Rules

Course Outline

Overview of Outlook Essentials

- Working with email
- Managing Contacts
- Using Calendar and Tasks

Working with the Message Window

- Hiding and displaying header fields
- Changing importance levels
- Setting message options

Formatting Outlook Messages

- Selecting a message format
- Applying character formatting
- Formatting paragraphs
- Creating a bulleted list
- Finding text in a message
- Spellchecking a message

Creating HTML Messages

- Selecting the HTML message format
- Changing the background colour
- Inserting a picture
- Adding a hyperlink

Working with Rules

- Opening the Rules Wizard
- Adding a Rule
- Changing the value of a Rule
- Editing a Rule
- Deleting a Rule

Working with Files and Applications

- Exporting Outlook data
- Mail Merging (optional)

Working with Folders

- Using folder properties
- Setting general properties
- Setting Auto Archive properties
- Setting permissions properties
- Accessing another user's folder
- Adding another's folder to your navigation pane
- Creating a personal folder
- Using Advanced Find

Customising Folder Views

- Adding, moving and removing a field
- Formatting a column in tabular view
- Sorting items in a folder
- Filtering a view
- Grouping items in a folder
- Resetting a view
- Formatting view settings
- Use Automatic Formatting
- Search Folders