

OUTLOOK 2010 INTERMEDIATE TRAINING

Microsoft Outlook
2010
Intermediate



COURSE LENGTH: 1.0 DAYS

The Outlook 2010 Intermediate Training course is the second in the 3-part Outlook 2010 series of training courses and builds on the skills gained from the Outlook 2010: Introduction Training course.

This intermediate course covers the following topics: customising Outlook through the themes, Quick steps, Navigation pane and general options, changing the start up folder, searching various folders, customising signatures, setting up automatic replies and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

OUTLOOK 2010 INTERMEDIATE TRAINING COURSE OUTLINE

FOREWORD

Building on the skills and concepts taught in [Outlook 2010: Introduction](#), this Outlook 2010 Intermediate training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches participants how to work more efficiently in Outlook.

Participants will learn how to customise Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customise their messages and signatures, and set up automatic replies. In addition, participants will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organising messages.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Outlook 2010.

Prerequisites:

[Outlook 2010: Introduction](#) or equivalent experience.

OUTCOMES

- ▶ Customise the ribbon
 - ▶ Customise the Quick Access bar
 - ▶ Change user interface options
 - ▶ Add a language
 - ▶ Remove keyboard layouts
 - ▶ Use & configure Quick Steps
 - ▶ Change the startup folder
 - ▶ Create shortcuts in the Navigation pane
 - ▶ Use address books
 - ▶ Create a Contacts folder
 - ▶ Work with contact groups
 - ▶ Apply themes to messages
 - ▶ Use instant search
 - ▶ Specify a message format
 - ▶ Use an electronic business card as a signature
 - ▶ Create, assign and group messages with categories
 - ▶ Use views to organise messages
 - ▶ Create mail rules manually & using the Rules Wizard
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MODULES

Lesson 1: Customising Outlook

- ▶ The Outlook environment
- ▶ General options
- ▶ Language & keyboard options
- ▶ Quick Steps
- ▶ The Navigation pane

Lesson 2: Working with contacts

- ▶ Address books
- ▶ Contact groups

Lesson 3: Customising messages

- ▶ Message appearance
- ▶ Signatures
- ▶ Voting buttons
- ▶ Out-of-office messages

Lesson 4: Organising items

- ▶ Folders
- ▶ Searching
- ▶ Filters
- ▶ Categories

Lesson 5: Organising mail

- ▶ Organising the Inbox folder
- ▶ Setting rules

Lesson 6: Working with folders

- ▶ Public folders
- ▶ Offline folders

WEB LINKS

- ▶ [View this course online](#)