



Outlook 2007 Intermediate-Level 2

Outlook 2007: Intermediate, builds on skills and concepts taught in Outlook 2007: Basic. 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.

Course Length

1 day

Prerequisites

Outlook 2007 Basic or equivalent experience.

Topics

Unit 1: Customizing Outlook

Topic A: The Outlook environment

Topic B: Groups and shortcuts

Topic C: Address books

Unit 2: Customizing messages

Topic A: Customizing message appearance

Topic B: Signatures

Topic C: Voting buttons

Topic D: Out-of-office messages

Unit 3: Organizing items

Topic A: Instant and advanced search

Topic B: Filters

Topic C: Categories



Unit 4: Folders

Topic A: Personal folders

Topic B: Public folders

Topic C: Offline folders

Unit 5: Organizing Mail

Topic A: Organizing the Inbox folders

Topic B: Organizing folders

Topic C: Setting rules