



Introduction/Intermediate Microsoft Outlook 2010

One-Day Course

Windows

Course Overview:

Microsoft Outlook is a powerful communication and organizational tool. In this course you will discover the extensive tools available to control the deluge of e-mails in your inbox, find contacts easily, manage your time and organize your tasks using Outlook to achieve your personal and business objectives.

Course Content:

E-Mail

- Manage the deluge of e-mails you receive every day by creating an efficient filing system to file and easily retrieve e-mail messages and automate your filing system by creating rules that will automatically file your e-mail messages.

Contacts

- Manage your contacts by creating detailed contact sheets with categories and contact links to store and effortlessly retrieve significant contact information. Use the mail merge command to merge contact names, addresses and e-mail addresses with a letter.

Calendar

- Manage your time by learning the secrets of time management by efficiently using your calendar to set up colour-coded appointments, meetings or events with built-in reminders to ensure you never forget a critical business or personal commitment.

Tasks

- Use Outlook Tasks to manage your daily activities, people and projects by eliminating small pieces of paper and creating detailed task sheets with built-in reminders.

Notes

- Using the Notes component to keep small amounts of information and assigning categories and colour coding to notes.

Reducing Clutter

- Learn the importance of archiving and how it can help you better manage the Outlook components.

Customizing Outlook

- Learn how to use the many different Outlook productivity commands to enable you to work smarter in all the Outlook components such as adding more columns or fields to each component of Outlook, sorting the columns in ascending or descending order, finding items quickly using the Find and Advanced Find command and group items.