



Introduction/Intermediate Microsoft Outlook 2007

One-Day Course

Windows

Course Overview:

Microsoft Outlook is a powerful communication and organizational tool. In this course you will discover the extensive number of tools available to control the number of messages in your inbox, create and find contacts easily, manage your time using the Calendar to schedule appointments, meetings and events and organize your day using the Tasks and Notes components in Outlook.

Course Content:

Manage your E-Mail

- Manage the deluge of E-mails you get every day by creating an efficient filing system to file and easily retrieve E-mail messages
- Automate your filing system by creating rules to automatically file E-mail messages

Create Contacts for Contact Management

- Creating detailed contact sheets to manage your contacts
- Creating categories to store and retrieve significant contact information effortlessly
- Using the Mail merge command to merge contact information with a letter and then send it out as an E-mail message
- Assign categories to contacts to easily find related contacts

Managing Time using the Calendar

- Manage your time by learning the secrets of time management and efficiently using the 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
- If you are using an Exchange Server you can schedule a meeting and quickly finding a mutually convenient time for all the attendees and track the attendee responses

Plan Your Day using Tasks

- Manage daily activities, people and projects by getting rid of all those small pieces of paper and creating detailed task sheets with built-in reminders
- Delegating tasks to keep on top of projects
- Assigning categories to tasks to easily find related tasks

Do Away with your Yellow Sticky Notes

- Using the Notes component to keep small amounts of information
- Assigning categories and colours to notes

Optional, Time Permitting:

Increasing your Outlook Productivity

- Learn to work smarter using the many Outlook productivity commands that will help you in all Outlook components
- Adding columns or fields to each component in Outlook
- Sorting columns in ascending or descending order
- Finding items quickly using the Find and Advanced Find commands
- Grouping items to view related items together
- Using the Outlook Today feature to quickly view all appointments, meetings, events, tasks and number of items in your Inbox today
- Creating Outlook E-Mail Templates to reduce repetitive typing