



MS Outlook 2007  
Advanced



Be more organised, and quickly get up to speed with the new features and interface of Outlook 2007.

## Outlook 2007 Advanced Training Course

### Outlook 2007 Advanced Training Course Foreword

Outlook is a powerful e-mail application. However, it does much more than that to help you stay organised. With contacts, calendars, and tasks, Outlook can help you manage every aspect of your life.

### Course length

1-day

### Learning Outcomes

<ul style="list-style-type: none"><li>• Open and close Outlook</li><li>• Use the Outlook Interface, including the new Backstage view</li><li>• Set up an e-mail account</li><li>• View the Inbox</li><li>• Send and Receive messages</li><li>• View messages</li><li>• Use Quick Steps</li><li>• Reply to or forward messages</li><li>• Delete e-mail</li><li>• Ignore e-mail</li><li>• Create and send a new message</li><li>• Address a new message</li></ul>	<ul style="list-style-type: none"><li>• Create the body of an e-mail message</li><li>• Attach files to messages</li><li>• Mark an item as Read or Unread</li><li>• Print messages</li><li>• Create folders and use them to organize messages</li><li>• Understand and handle Junk Mail</li><li>• Create Rules for handling messages</li><li>• Use Categories</li><li>• Flag items for follow-up</li><li>• Search for items</li><li>• Understand appointments and the calendar</li><li>• Understand tasks and the To-Do List</li><li>• Create and organize contacts</li><li>•</li></ul>
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## Outlook 2007 Advanced Training course outlines





<p>Outlook 2007 Training Course - Lesson 1 <b>Getting Started</b></p> <ul style="list-style-type: none"><li>• Icebreaker</li><li>• Housekeeping Items</li><li>• Workshop Objectives</li><li>• Action Plans and Evaluations</li></ul>	<p>Outlook 2007 Training Course - Lesson 2 <b>Customizing Outlook</b></p> <ul style="list-style-type: none"><li>• Customizing the Navigation Pane</li><li>• Changing the Reading Pane</li><li>• Changing the To-Do Bar</li><li>• Resizing Panes</li></ul>
<p>Outlook 2007 Training Course - Lesson 3 <b>Adding Word Elements to an E-mail</b></p> <ul style="list-style-type: none"><li>• Common Formatting Tasks</li><li>• Adding SmartArt</li><li>• Adding Pictures</li><li>• Adding Tables</li></ul>	<p>Outlook 2007 Training Course - Lesson 4 <b>Customizing Your Profile</b></p> <ul style="list-style-type: none"><li>• Setting up a Signature</li><li>• Changing Font Options</li><li>• Changing Stationary Options</li><li>• Enabling or Disabling Automatic Spell Check</li></ul>



<p>Outlook 2007 Training Course - Lesson 5 <b>Advanced E-Mail Tasks</b></p> <ul style="list-style-type: none"><li>• Adding Voting Buttons</li><li>• Setting the Priority</li><li>• Changing the Message Format</li><li>• Adding a Follow-Up Flag</li></ul>	<p>Outlook 2007 Training Course - Lesson 6 <b>Advanced Calendar Tasks</b></p> <ul style="list-style-type: none"><li>• Creating a Recurring Appointment</li><li>• Creating a Meeting Request</li><li>• Tracking Meeting Responses</li><li>• Color-Coding Appointments</li><li>• Changing Calendar Options</li></ul>
<p>Outlook 2007 Training Course - Lesson 7 <b>Doing More with Tasks</b></p> <ul style="list-style-type: none"><li>• Create a Recurring Task</li><li>• Assigning a Task</li><li>• Using the Details Tab</li><li>• Setting Task Options</li></ul>	<p>Outlook 2007 Training Course - Lesson 8 <b>Using Notes</b></p> <ul style="list-style-type: none"><li>• Opening the Notes Folder</li><li>• Creating a Note</li><li>• Editing a Note</li><li>• Color-Coding a Note</li><li>• Changing Notes Views</li></ul>
<p>Outlook 2007 Training Course - Lesson 9 <b>Viewing RSS Feeds</b></p> <ul style="list-style-type: none"><li>• Adding an RSS Feed</li><li>• Modifying or Deleting RSS Feeds</li><li>• Viewing a Feed</li><li>• Working with Feed Items</li></ul>	<p>Outlook 2007 Training Course - Lesson 10 <b>Managing Outlook Data, Part One</b></p> <ul style="list-style-type: none"><li>• Understanding Data Configurations</li><li>• Archiving Data</li><li>• Using Mailbox Cleanup</li></ul>
<p>Outlook 2007 Training Course - Lesson 11 <b>Managing Outlook Data, Part Two</b></p> <ul style="list-style-type: none"><li>• Backing up Data</li><li>• Adding a New PST File</li><li>• Opening a PST File</li><li>• Closing a PST File</li></ul>	<p>Outlook 2007 Training Course - Lesson 12 <b>Wrapping Up</b></p> <ul style="list-style-type: none"><li>• Words from the Wise</li><li>• Parking Lot</li><li>• Action Plans and Evaluations</li><li>• Appendix</li><li>• Pre-Assignment</li></ul>

**Outlook 2007 Advanced** is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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