



MS Outlook 2010
Advanced



Outlook 2010 Advanced Training Course

Outlook 2010 Advanced Training Course Foreword

In this Microsoft Outlook 2010 Advanced workshop, we'll cover some of the more advanced tasks in Outlook 2010, like customizing your Outlook interface and your profile. You'll learn how to use Word elements in your E-mails. This course explains some of the advanced e-mail, calendar, and task commands, as well as the Notes feature. You'll also learn about RSS feeds and how to manage and protect your Outlook data.

Who should attend?

Anyone that wants to use Outlook 2010 efficiently and harness the power of this new version of this fantastic corporate emailing and scheduling application.

Course length

1-day

<p>Outlook 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Outlook 2010 Training Course - Lesson 2 Customizing Outlook</p> <ul style="list-style-type: none">• Customizing the Navigation Pane• Changing the Reading Pane• Changing the To-Do Bar• Resizing Panes
<p>Outlook 2010 Training Course - Lesson 3 Adding Word Elements to an E-mail</p> <ul style="list-style-type: none">• Common Formatting Tasks• Adding SmartArt• Adding Pictures• Adding Tables	<p>Outlook 2010 Training Course - Lesson 4 Customizing Your Profile</p> <ul style="list-style-type: none">• Setting up a Signature• Changing Font Theme• Changing Stationery Options• Enabling or Disabling Automatic Spell Check
<p>Outlook 2010 Training Course - Lesson 5 Advanced E-Mail Tasks</p> <ul style="list-style-type: none">• Adding Voting Buttons• Setting the Priority• Changing the Message Format• Adding a Follow-Up Flag	<p>Outlook 2010 Training Course - Lesson 6 Advanced Calendar Tasks</p> <ul style="list-style-type: none">• Creating a Recurring Appointment• Creating a Meeting Request• Tracking Meeting Responses• Color-Coding Appointments• Changing Calendar Options• About Calendar Groups

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Outlook 2010 Training Course - Lesson 7 **Doing More with Tasks**

- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options

Outlook 2010 Training Course - Lesson 8 **Using Notes**

- Opening the Notes Folder
- Create a Note
- Editing a Note
- Color-Coding a Note
- Changing Note Views

Outlook 2010 Training Course - Lesson 9 **Viewing RSS Feeds**

- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items

Outlook 2010 Training Course - Lesson 10 **Managing Outlook Data, Part One**

- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data

Outlook 2010 Training Course - Lesson 11 **Managing Outlook Data, Part Two**

- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File
- Organizing Contacts
- Basic Contact Views
- Emailing Database Objects

Outlook 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

Outlook 2010 Advanced is one of the IT Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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