

Microsoft® Outlook 2007 – Advanced

Duration: 1 day

Who should attend this course?

This one day course is designed for competent users of the basic features of Outlook Mail and Calendar who wish to extend their knowledge to other more advanced functionality.

Attending participants should have attended an Outlook introduction course or have equivalent knowledge. Please refer to our introduction overview to check knowledge and understanding at that level before attending this course.

Course Objectives

Upon completion of this course participants will be able to:

- Create search folders
- Make folders viable and apply permissions
- Adding another users folder to the navigation pane
- Create custom rules
- Use the advanced search facility
- Customise the standard toolbar

Overview of Outlook Essentials

- Working with e-mail
- Managing Contacts
- Using Calendar and Tasks

Working with the Message Window

- Hiding and displaying header fields
- Changing importance levels
- Setting message options

Formatting Outlook Messages

- Selecting a message format
- Applying character formatting
- Formatting paragraphs
- Creating a bulleted list
- Finding text in a message
- Spellchecking a message

Creating HTML Messages

- Selecting the HTML message format
- Changing the background colour
- Inserting a picture
- Adding a hyperlink

Working with Rules

- Opening the Rules Wizard
- Adding a Rule
- Changing the value of a Rule
- Editing a Rule
- Deleting a Rule

Working with Files and Applications

- Exporting Outlook data
- Mail Merging (optional)

Working with Folders

- Using folder properties
- Setting general properties
- Setting Autoarchive properties
- Setting permissions properties
- Accessing another user's folder
- Adding another's folder to your navigation pane
- Creating a personal folder
- Using Advanced Find

Customising Folder Views

- Adding, moving and removing a field
- Formatting a column in tabular view
- Sorting items in a folder
- Filtering a view
- Grouping items in a folder
- Resetting a view
- Formatting view settings
- Use Automatic Formatting
- Search Folders