

Course Outline

Microsoft Outlook 2010-2013-2016

Course Description:

Get organized and stay in touch with Outlook – your complete time management program! Learn tips & tricks for using email, making appointments in the calendar, sharing calendars within the office, scheduling tasks, and customizing. Create a professional contact management system for clients, prospects, and friends.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- New Microsoft Office interface:
 - Using the File tab
 - The Ribbon
 - Tabs (Program tabs and Contextual tabs)
 - Quick Access toolbar (QAT)
 - Customizing
- The To-Do Bar
- Views and Outlook Today
- Email (New folders, Follow Up, Organize, Categorize, Search)
- RSS Feeds
- Calendar (Share and Publish)
- Contacts (New Contacts, New Groups, Categorize)
- Tasks (Recurring, Assign Tasks)
- Notes

Intermediate/Advanced Level:

- Review of Intro Level and the new interface
- Customizing Outlook Options
- Advanced Email (Group By, Message Options, Voting, Rules and Alerts)
- Search Folders
- Advanced Calendar (Display Settings)
- Advanced Contacts (Create custom reports)
- Advanced Tasks (Create custom fields and categories)
- Junk Mail Filters
- Archiving (AutoArchive settings)
- Macro's

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