

Microsoft® Outlook
Beyond the Basics
Intermediate/Advanced One Day Course

Many people think of Outlook as simply a mail and contact management system. However, with the introduction of Outlook it is now possible to do much more than that. It is now possible to complete all work through Outlook, even spread sheets and word-processed documents. This course is aimed at experienced users of Outlook who wish to explore the functionality of the product further. During the day, you will be shown how to customise the views of Outlook Folders, how to add your own fields, as well as security and permissions.

Course Outline

Advanced Features

Use of Categories and colours
 Changing the View of Information
 Using the Field Chooser
 Creating New Groups
 Outlook Quick Access Toolbars
 Custom Ribbons
 Quick Flags
 Security/Permissions

Advanced Folder Management

Posting Ideas to a Folder
 Adding Files to a Folder
 Search Folders
 Opening Documents within Outlook
 Starting Applications from Outlook
 Customising Folder Views
 Using the Field Chooser
 Sorting Folder Contents
 Exporting Folder Contents
 Creating folders
 Search folders

Working emails, contacts and calendaring for the power user

Printing Folder Items

Modifying a Print Style
 Resetting a Print Style
 Creating a Print Style
 Deleting a Print Style

People Pane

Working and integrating with social media

Outlook Sharing

Sharing Information
 Viewing Calendars
 Using Outlook to Surf the Internet
 Creating Delegates
 Acting as a Delegate
 Deleting Delegate
 Adding additional Mailboxes
 Setting permissions
 Working with Public Folders

Profiles

Creating and working with profiles

Options

Setting Defaults
 Signatures – creating, using, multiple

Rules

Creating Automatic rules
 Managing Rules
 Quick Step Rules
 Moving to folders
 Setting Out of Office

Views

Reading Pane
 Multi-line layout
 Navigation Pane, To Do Bar

Handling and working with Junk Mail
 Setting levels, automatic removal

Notes

Working with and using notes

These hands-on courses include refreshments and course materials

The course will begin at 9:30am and finish by 4.30pm.

For an information pack or to book courses, please telephone:

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or visit our website: www.ComputerCourses.co.uk