



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Outlook 2010: Intermediate, First Look Edition

MS-OU-110-AX Rev 07.10

1 day

Description

This ILT Series course builds on the skills and concepts taught in Outlook 2010: Basic, First Look Edition. Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*
- *Outlook 2010: Basic*

Course Outline

Unit 1: Customizing Outlook

Topic A: The Outlook environment
Topic B: Quick Steps
Topic C: The Navigation pane
Topic D: Address books

Unit 2: Customizing messages

Topic A: Message appearance
Topic B: Signatures
Topic C: Voting buttons
Topic D: Out-of-office messages

Unit 3: Organizing items

Topic A: Searching
Topic B: Filters
Topic C: Categories

Unit 4: Working with folders

Topic A: Public folders
Topic B: Offline folders

Unit 5: Organizing Mail

Topic A: Organizing the Inbox folder
Topic B: Setting rules



Advanced Infrastructure Solutions
Information Worker Solutions
Learning Solutions
Unified Communication Solutions



Visit us online at www.ensi.com