

Outlook 2007: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Outlook 2007: Intermediate. Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Outlook 2007 exam (77-604). For comprehensive certification training, students should complete Outlook 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Outlook 2007: Basic*
- *Outlook 2007: Intermediate*

Course Outline

Unit 1: Mailbox

Topic A: Managing data files

Topic B: Managing your mailbox

Unit 2: Notes and Journal folders

Topic A: The Notes folder

Topic B: The Journal folder

Unit 3: Calendar and Contacts

Topic A: The Calendar

Topic B: Group schedules

Topic C: The Contacts folder

Unit 4: Collaboration features

Topic A: Sharing your folders

Topic B: Sharing Calendars

Topic C: SharePoint integration

Topic D: RSS feeds

Unit 5: Templates and forms

Topic A: Working with templates

Topic B: Working with forms

Appendix A: Business Contact Manager

Topic A: Using Business Contact Manager