

Outlook 2003: Advanced

1 day

Description

This ILT Series course teaches advanced-level functions and features of Outlook 2003. Students will learn how to create custom toolbars, customize the menu bar and Navigation pane, use advanced search options, set and remove filters, and sort, group, and set rules for messages. They'll also learn how to work with notes, the Journal, advanced Calendar features, message templates, forms, public folders, newsgroups, and Outlook's security features.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Outlook 2003 exam. For comprehensive certification training, students should complete Outlook 2003: Basic and Advanced.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Outlook 2003: Basic*

Course Outline

Unit 1: Customizing Outlook

Topic A: The Outlook environment
Topic B: Groups and shortcuts

Unit 2: Messages

Topic A: Searching and filtering messages
Topic B: Customizing messages

Unit 3: The Inbox

Topic A: Organizing the Inbox folder
Topic B: Setting rules
Topic C: Managing your mailbox
Topic D: Alternate e-mail methods

Unit 4: Folders

Topic A: The Notes folder
Topic B: The Journal folder
Topic C: The Calendar folder
Topic D: The Contacts folder
Topic E: Business Contact Manager

Unit 5: Templates and forms

Topic A: Working with templates
Topic B: Forms

Unit 6: Integration

Topic A: Outlook components
Topic B: Importing and exporting data

Unit 7: Public, shared, and offline folders

Topic A: Public folders
Topic B: Sharing your Outlook folders
Topic C: Offline folders

Unit 8: Newsgroups and e-mail security

Topic A: Newsgroups
Topic B: Security