

MICROSOFT OUTLOOK 2010 INTERMEDIATE TRAINING

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Microsoft Outlook
2010
Intermediate



COURSE LENGTH: 1.0 DAYS

Upgrade your Outlook 2010 skills by attending PD Training's Outlook 2010 Intermediate Training course and become a more efficient communicator.

This intermediate course covers the following topics: customizing the ribbon and Quick Access bar, changing the start up folder and user interface options, using the Rules Wizard to create and modify mail rules, creating shortcuts in the Navigation pane and the Contacts folder, using views to organize messages and much more

This comprehensive training course is now available in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT OUTLOOK 2010 INTERMEDIATE TRAINING COURSE OUTLINE

FOREWORD

Building on the skills and concepts taught in Outlook 2010: Introduction, this Outlook 2010 Intermediate training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches participants how to work more efficiently in Outlook. Participants will learn how to customize Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customize their messages and signatures, and set up automatic replies. In addition, participants will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organizing messages.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Outlook 2010.

Prerequisites:

Outlook 2010: Introduction or equivalent experience.

OUTCOMES

By the end of this training course, participants will:

- Customize the ribbon
- Customize the Quick Access bar
- Change user interface options
- Add a language
- Remove keyboard layouts
- Use & configure Quick Steps
- Change the startup folder
- Create shortcuts in the Navigation pane
- Use address books
- Create a Contacts folder
- Work with contact groups
- Apply themes to messages
- Use instant search
- Specify a message format
- Use an electronic business card as a signature
- Create, assign and group messages with categories
- Use views to organize messages
- Create mail rules manually & using the Rules Wizard

MODULES

Lesson 1: Customizing Outlook

- The Outlook environment
- General options
- Language & keyboard options
- Quick Steps
- The Navigation pane

Lesson 2: Organizing items

- Folders
- Searching
- Filters
- Categories

Lesson 3: Working with contacts

- Address books
- Contact groups

Lesson 4: Organizing mail

- Organizing the Inbox folder
- Setting rules

Lesson 5: Customizing messages

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

Lesson 6: Working with folders

- Public folders
- Offline folders

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)