CompuTrain
BUSINESS SOLUTIONS, LTD.

Microsoft® Office Outlook® 2010
Advanced

Course Description

Course Objective: You will work with the advanced features of Outlook.

Target Student: This course is intended for persons with an intermediate understanding of Outlook who need to use Outlook to personalize and organize their email, manage Outlook data files, share and link contacts, archive items, create forms, and work offline and remotely.

Prerequisites: This course assumes that you are proficient with Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following Element K courses (or equivalent knowledge) are required:

♦ Microsoft® Office **Outlook® 2010: Introduction**
♦ Microsoft® Office **Outlook® 2010: Intermediate**

Course Objectives

Upon successful completion of this course, students will be able to:

♦ Personalize their email.
♦ Organize Outlook items.
♦ Manage Outlook data files.
♦ Work with contacts.
♦ Save and archive email messages.
♦ Create a custom form.
♦ Work offline and remotely.

Course Content

Lesson 1: Personalizing Your Email
- ☑ Apply Stationery and Themes
- ☑ Create a Custom Theme
- ☑ Create a Signature
- ☑ Modify Signatures
- ☑ Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items
- ☑ Group Items
- ☑ Create Search Folders
- ☑ Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files
- ☑ Back Up Outlook Items in Outlook Data Files
- ☑ Add Outlook Data Files to a Mail Profile
- ☑ Change Data File Settings

Lesson 4: Managing Contacts and Contact Information
- ☑ Forward Contacts
- ☑ Edit an Electronic Business Card
- ☑ **T**Export Contacts
- ☑ Perform a Mail Merge
- ☑ Link Items to the Business Contact Manager

Lesson 5: Saving and Archiving Email
- ☑ Save Messages in Alternate Formats
- ☑ Archive Messages
- ☑ Protect Archives and Other Personal Folders

Course Content (continued on next page)

Course Content (continued)

Lesson 6: Creating a Custom Outlook Form
- ☑ Customize a Form
- ☑ Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely
- ☑ Make Folders Available Offline
- ☑ Configure Remote Procedure Calls over HTTP
- ☑ Download Selected Messages
- ☑ Publish Calendar Information to Office Online

Appendix A: Newsgroups

Appendix B: RSS Feeds

Appendix C: The Outlook Social Connector

Appendix D: Manage Multiple Accounts