

# Outlook 2010 Roadmap

## Which class is right for you?



Answer these questions honestly!

### Can You...?

- ◆ Can you compose and format an email?
- ◆ Do you know how to attach files to outgoing email messages?
- ◆ Are you able to organize your email?
- ◆ Can you reply to or forward an email?
- ◆ Can you customize the way Outlook looks?
- ◆ Do you create and sort contacts?
- ◆ Can you schedule and appointment on the Calendar?
- ◆ Are you able to easily move appointments?
- ◆ Do you know how to print the Outlook calendar?



Take Outlook 2010  
Introduction  
1-Day

### Can You...?

- ◆ Are you able to mark and email as high priority?
- ◆ Do you understand how to find a message quickly?
- ◆ Do you know how to filter your messages?
- ◆ Turn on Out of Office notification?
- ◆ Can you create Contact Group?
- ◆ Can you manage Junk email?
- ◆ Do you know how to see two times at one time in the Calendar?
- ◆ Are you able to create and assign tasks to other Outlook users?
- ◆ Are you able to send an entire calendar via email?
- ◆ Can you customize the Quick Access toolbar?
- ◆ Can you customize the To-Do Bar?



Take Outlook 2010  
Intermediate  
1-Day

# Outlook 2010 Roadmap

## Which class is right for you?



Answer these questions honestly!

### Can You...?

- ◆ Do you apply Stationery?
- ◆ Can you create a custom theme?
- ◆ Do you know how to apply conditional formatting?
- ◆ Do you know how to organize all Outlook items?
- ◆ Can you create a custom Outlook form?
- ◆ Are you able to export your contacts?
- ◆ Can you create Search folders?
- ◆ Can you archive your messages?



**Take Outlook 2010  
Advanced  
1-Day**