



Computer Consulting And Software Training

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Microsoft Office Outlook 2010: Level 3

Course Content

Lesson 1: Personalizing Your Email

- Topic 1A: Apply Stationery and Themes
- Topic 1B: Create a Custom Theme
- Topic 1C: Create a Signature
- Topic 1D: Modify Signatures
- Topic 1E: Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

- Topic 2A: Group Items
- Topic 2B: Create Search Folders
- Topic 2C: Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

- Topic 3A: Back Up Outlook Items in Outlook Data Files
- Topic 3B: Add Outlook Data Files to a Mail Profile
- Topic 3C: Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

- Topic 4A: Forward Contacts
- Topic 4B: Edit an Electronic Business Card
- Topic 4C: Export Contacts
- Topic 4D: Perform a Mail Merge
- Topic 4E: Link Items to the Business Contact Manager

Lesson 5: Saving and Archiving Email

- Topic 5A: Save Messages in Alternate Formats
- Topic 5B: Archive Messages
- Topic 5C: Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

- Topic 6A: Customize a Form
- Topic 6B: Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

- Topic 7A: Make Folders Available Offline
- Topic 7B: Configure Remote Procedure Calls over HTTP
- Topic 7C: Download Selected Messages
- Topic 7D: Publish Calendar Information to Office Online