



Computer Consulting And Software Training

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Microsoft Office Outlook 2010: Transition ½ Day Course

Course Content

Lesson 1: Identifying the Components of the Outlook 2010 Interface

- Topic 1A: Identify the Components of the Outlook Window
- Topic 1B: Identify the Tabs and Groups on the Ribbon
- Topic 1C: Customize the Outlook Interface

Lesson 2: Working with Email Messages

- Topic 2A: Format an Email Message
- Topic 2B: Insert Graphical Objects in an Email Message
- Topic 2C: Manage Email Messages
- Topic 2D: Share Contact Information Using Business Cards

Lesson 3: Managing Calendars in Outlook

- Topic 3A: Create Tasks Using Outlook Calendar
- Topic 3B: Customize the Calendar View
- Topic 3C: Schedule a Meeting
- Topic 3D: Share Calendar Information

Lesson 4: Managing Email Messages in Outlook

- Topic 4A: Manage Junk Email Messages
- Topic 4B: Search for Information in Outlook
- Topic 4C: Clean Up Conversations and Folders
- Topic 4D: Set Access Permissions
- Topic 4E: Add RSS Feeds in Outlook 2010