

Outlook® 2007: Advanced

Course length: 1 day

Course Description: This course is the third in a series of Microsoft® Office Outlook® 2007 courses. It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

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

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

Prerequisites: The following course (or equivalent knowledge thereof) is required:

- ◆ [Outlook 2007 - Intermediate.](#)

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Personalize your 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 Signatures
- 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

- Create a Data File
- Add Outlook Data Files to a Mail Profile
- Change Data File Settings

Lesson 4: Working with Contacts

- Forward Contacts
- Edit an Electronic Business Card
- Export Contacts
- Perform a Mail Merge
- Link Items to Business Contact Manager

Lesson 5: Saving and Archiving Email

- Save Messages in Alternate Formats
- Archive Messages
- Protect Personal Folders

Lesson 6: Creating a Custom Form

- Add Form Fields
- Save a Form as a Template
- Test a Form

Lesson 7: Working Offline and Remotely

- Make Folders Available Offline
- Configure RPC Over HTTP
- Download Selected Messages
- Publish Calendar Information to Office Online

If you have any questions about this course, please call CompuTrain at (713) 349-9186.