



Course Content
Outlook Intermediate
Duration: 1 Day

Overview

Formatting

- Templates or Stationery

Managing Messages

- Message Flags, creating, changing due date, clearing and marking as completed.
- Marking a Message according to Importance
- View Menu options
- Show Fields, Format Columns, Sorting, Filtering Data, Grouping, Format View, Define Views, Field Chooser & Group by Box

Organising the Inbox Rule Wizard

Calendar

- Toolbar
- Scheduling an appointment, Recurring appointments, Meetings and an Events
- Editing and Deleting
- Replying to Requests
- Moving / Copying
- Views of the Calendar
- Printing a Calendar
- Options for Calendar

Tasks

- Toolbars
- Creating Tasks & Task Requests

- Accepting/Declining a Task Request
- Reassigning Tasks
- Options for Tasks

Contacts

- Toolbar
- Creating and Editing contacts
- Distribution Lists
- Printing Contacts
- Different Views
- Options for Contacts

Journal

- Toolbar
- Creating and Editing Journal entries
- Options for Journal

Notes

Customising the Outlook Bar

Tips

- Importing and Exporting Data
- Toolbars
- Options

The above course is compiled for individuals with: Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.