



# Microsoft® Office Outlook® 2007: Level 3 (Second Edition) One 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:** This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge thereof) are required:

- Windows XP: Introduction or Windows 2000: Introduction
- Windows XP Professional: Level 1 & 2
- Microsoft® Office Outlook® 2007: Level 1 & 2 (Second Edition)
- Microsoft® Office Word 2007: Level 1 (Second Edition)

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Certification

Microsoft® Office Outlook® 2007: Level 3 (Second Edition) is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (MCAS) skill sets. The MCAS program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

## 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**

- Topic 1A: Apply Stationery and Themes
- Topic 1B: Create a Custom Theme
- Topic 1C: Create Signatures
- 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: Create a Data File
- Topic 3B: Add Outlook Data Files to a Mail Profile
- Topic 3C: Change Data File Settings

### **Lesson 4: Working with Contacts**

- 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 Business Contact Manager

### **Lesson 5: Saving and Archiving Email**

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

### **Lesson 6: Creating a Custom Form**

- Topic 6A: Add Form Fields
- Topic 6B: Save a Form as a Template
- Topic 6C: Test a Form

### **Lesson 7: Working Offline and Remotely**

- Topic 7A: Make Folders Available Offline
- Topic 7B: Configure RPC Over HTTP
- Topic 7C: Download Selected Messages
- Topic 7D: Publish Calendar Information to Office Online

## **Appendix A: Newsgroups**

## Appendix B: Really Simple Syndication (RSS) Feeds