

## OUTLOOK 2007 INTERMEDIATE

Unit Standard	116935, 258897
NQF Level	2
Credits	4
Duration	1 Day
Pre-requisite Training	Microsoft Outlook 2007 Introduction

### SYNOPSIS


This course provides delegates with more advanced skills for managing e-mail, schedules and contacts. The delegate will learn how to manage their inboxes, calendars and task lists, as well as create visually appealing messages, schedule meetings and move information from one Outlook component to another.

### COURSE OUTLINE - 2007

- Quickly locate messages;
- Arrange messages in different ways;
- Organise messages by using colour categories;
- Organise messages in folders;
- Archive messages;
- Define your available time;
- Configure outlook for multiple time zones;
- Print a calendar;
- Link to an internet calendar;
- Work with multiple calendars;
- Quickly locate contact information;
- Organise contacts by using colour categories;
- Create a distribution list;
- Create an additional address book;
- Create and format business graphics;
- Personalise the appearance of messages;
- Add signatures to messages automatically;
- Schedule, update and cancel meetings;
- Respond to meeting requests;
- Quickly communicate with contacts;
- Create a task or an appointment from a message;
- Send calendar information in an e-mail message.

## **COURSE OUTCOMES**

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Work with organisational tools;
  - Organise messages more efficiently;
  - Understand and work with E-mail features;
  - Set up the calendar more effectively using categories and scheduling.
- 

## OUTLOOK 2010 INTERMEDIATE

### SYNOPSIS

### COURSE OUTLINE – 2010

- Organizing Your E-mail, Part One (managing folders, favorites, search folders);
- Section 2: Organizing Your E-mail, Part Two (rules and clean up tools, configuring categories, junk email);
- A Word Primer;
- Understanding E-Mail Accounts (SMS accounts, RSS);
- Microsoft Exchange Server;
- Managing Your Mailbox;
- Managing Tasks and E-mail Messages;
- Managing Your Calendar.

### COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Work with advanced organisational tools;
- Understand and work with advanced E-mail features;
- Understand various E-mail account types;
- Work with advanced Information Management tools.