



Upgrading to Outlook 2007/2010

General Description

This course focuses on the areas of Microsoft Outlook that have changed the most as well as looking at some extremely useful time saving techniques. This course is designed for delegates that already have a good working knowledge of Outlook but need to adjust to the new interface.

Course Outline

At the end of the course delegates will be able to feel confident in using the new interface and understand where they can look for help. This course is available for Upgrading from Microsoft Office 2003 to Microsoft Office 2007 or 2010.

Course Content

- An introduction to the New Interface
- Using The Getting Started Window
- Interacting With Outlook
- Using The Outlook Panes
- Getting Help In Outlook
- Answering E-Mail
- Doing More With E-Mail
- Polishing Your Message
- Adding Word Elements
- Adding Outlook Elements
- Advanced Calendar Options
- Advanced Mail Options
- Advanced Contact Management Options
- Signatures And Stationery
- RSS
- Using Categories
- Linked Items
- Publishing Your Calendar
- Using The Account Settings Window
- Security Tools
- The Trust Center
- Instant Search

Training Needs Assessment

Not sure which level you are?
Complete a Free Training Needs Assessment and we will advise you on which level to study.

Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

Investment

Open Courses

£135+VAT per person per day

Closed Courses at Lutterworth

Starting from £525 +VAT for up to 8 delegates

Courses at your Site

Starting from £525 + VAT for up to 6 delegates. Laptops available