



RGB Technology Training Center Certified Microsoft Office Specialist (CMOS)

Microsoft Office 2010 Outlook Advanced

Course Format: Instructor-Led

Course Hours: 9 Hours

Course Description

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

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

Prerequisites: This course assumes that you are proficient with Windows to manage information on your computer and that you have an intermediate knowledge of Outlook. The following courses (or equivalent knowledge) are required:

- ❖ Microsoft Office **Outlook 2010: Introduction**
- ❖ Microsoft Office **Outlook 2010: Intermediate**

Course Objectives

Upon successful completion of this course, students will be able to:

- ❖ Personalize their 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 a Signature
- ❖ 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

- ❖ Back Up Outlook Items in Outlook Data Files
- ❖ Add Outlook Data Files to a Mail Profile
- ❖ Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

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

Lesson 5: Saving and Archiving Email

- ❖ Save Messages in Alternate Formats
- ❖ Archive Messages
- ❖ Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

- ❖ Customize a Form
- ❖ Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

- ❖ Make Folders Available Offline