

Microsoft Office 2013 Outlook Advanced Series!

Description

This course provides students with the knowledge and skills to utilize the advanced features provided with the Microsoft Outlook 2013 interface, such as advanced message, calendar, and contacts management.

Course Modules:

Module 01: Configure Advanced Message Options

(Duration: 41m)

1. Workbook
2. Topic A: Insert Advanced Characters and Objects
3. Hyperlinks
4. WordArt
5. Equations
6. Symbols
7. Tables
8. Charts
9. Chart Types
10. Quick Parts

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11. Demo 1-1: Inserting Advanced Characters and Objects in an Email
12. Topic B: Modify Message Settings, Properties, and Options
13. Importance Levels
14. Sensitivity Levels
15. The From Option
16. Delivery Options
17. Language Options
18. Advanced Options
19. Demo 1-2: Modifying Message Settings, Properties, and Options
20. Topic C: Use Automatic Replies
21. The Automatic Replies Dialog Box
22. Automatic Reply Rules
23. Demo 1-3: Using an Automatic Reply
24. Lesson 01 Review
25. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 02: Advanced Message Management

(Duration: 34m)

1. Workbook
2. Topic A: Sort Messages
3. The Sort Dialog Box
4. Demo 2-1: Sorting Your Messages
5. Topic B: Filter Messages
6. The Filter Dialog Box
7. Demo 2-2: Filtering Your Messages
8. Topic C: Organize Messages
9. Default Conditional Formatting Rules
10. The Rules Wizard
11. Demo 2-3: Organizing Your Messages
12. Topic D: Search Messages
13. The SEARCH TOOLS Contextual Tab
14. The Advanced Find Dialog Box
15. Demo 2-4: Searching Your Messages

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16. Search Folders
17. Custom Search Folders
18. Demo 2-5: Using Search Folders
19. Topic E: Manage Junk Mail Safe Senders List
20. Blocked Senders List
21. Demo 2-6: Managing Junk Mail
22. Topic F: Manage Your Mailbox
23. Cleanup Tools
24. Demo 2-7: Managing Your Mailbox
25. Lesson 02 Review
26. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 03: Advanced Calendar Management

(Duration: 21m)

1. Workbook
2. Topic A: Manage Advanced Calendar Options
3. Work Time Options
4. Calendar Options
5. Display Options
6. Time Zone Options
7. Demo 3-1: Managing Advanced Calendar Display Options
8. Topic B: Create Calendar Groups
9. Demo 3-2: Managing Multiple Calendars
10. Topic C: Manage Meeting Responses
11. The Tracking Command
12. Demo 3-3: Managing Meeting Responses
13. Lesson 03 Review
14. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 04: Advanced Contact Management

(Duration: 15m)

1. Workbook
2. Topic A: Edit an Electronic Business Card
3. The Edit Business Card Dialog Box
4. Demo 4 Editing an Electronic Business Card
5. Topic B: Manage Advanced Contacts Options
6. People Options
7. The Outlook Social Connector
8. Demo 4 Working with a Contact Group
9. Topic C: Forward Contacts
10. Formats to Forward a Contact
11. Demo 4 Forwarding Contacts
12. Topic D: Export Contacts
13. The Export Option
14. Demo 4 Exporting Your Contacts
15. Lesson 04 Review
16. Review Quiz **(Number of attempts allowed: Unlimited)**

Module 05: – Managing Activities by Using Tasks and Journal Entries

(Duration: 21m)

1. Workbook
2. Topic A: Assign and Manage Tasks
3. The Task Request Form
4. Demo 5-1: Assigning a Task

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5. Task Reply Options
6. Demo 5-2: Replying to a Task Request
7. Task Details
8. Status Reports
9. Task Options
10. Demo 5-3: Managing a Task Assigned to You
11. Topic B: Record and Modify Journal Entries
12. The Journal
13. The Journal Entry Form
14. Journal Views
15. Demo 5-4: Managing Journal Entries
16. Lesson 05 Review
17. Review Quiz (Number of attempts allowed: Unlimited)

Module 06: Sharing Workspaces with Others

(Duration: 12m)

1. Workbook
2. Topic A: Delegate Access to Mail Folders
3. Permission Roles
4. Demo 6-1: Delegating Folder Access by Using Folder Permissions
5. Topic B: Share Your Calendar
6. Share Calendar Options
7. Demo 6-2: Sharing Your Calendar with Another User
8. Topic C: Share Your Contacts
9. Share Contacts Command
10. View Shared Contacts
11. Demo 6-3: Sharing Your Contacts with Another User
12. Lesson 06 Review
13. Review Quiz (Number of attempts allowed: Unlimited)

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Module 07: Managing Outlook Data Files

(Duration: 08m)

1. Workbook
2. Topic A: Back Up Outlook Items
3. Demo 7-1: Creating a Data File
4. Topic B: Change Data File Settings
5. Data File Settings
6. Demo 7-2: Changing Data File Settings
7. Lesson 07 Review
8. Course Closure
9. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 08: Customizing the Outlook Environment

(Duration: 11m)

1. Workbook
2. Topic A: Customize the Outlook Interface
3. Demo 8-1: Customizing the Outlook Interface
4. Topic B: Create and Manage Quick Steps
5. Quick Steps
6. The Manage Quick Steps Dialog Box
7. Demo 8-2: Creating and Managing Quick Steps
8. Lesson 08 Review
9. Course Closure
10. **Review Quiz (Number of attempts allowed: Unlimited)**

This course includes

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