MICROSOFT OUTLOOK 2013 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Email is one of the most extensively used means of communication, whether for personal or business communications. Microsoft Outlook is used to manage the emails, meetings, and other communications sent among employees.

In this Microsoft Outlook 2013 Advanced training course, you will learn some of the more advanced features of the Outlook 2013 interface to fully and proficiently use the system to manage your communications and interactions with colleagues. The course will guide you on how to format fonts and paragraphs, apply styles and themes, add screenshots and pictures, delay delivery of emails and much more.

This training course is now available in Hong Kong.

This Microsoft Outlook 2013 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Click on the In-house tab below to generate an instant quote.

MICROSOFT OUTLOOK 2013 ADVANCED COURSE OUTLINE

FOREWORD

Outlook 2013 helps you to manage, organize and communicate easily and effectively. Outlook 2013 Advanced Training Course is designed for advanced learners who have basic knowledge of the application. This comprehensive training course includes skill development in formatting messages, prioritizing, tracking options, customizing messages, working with RSS feeds, printing from Outlook, managing data, and using advanced calendar tasks.

OUTCOMES

This extensive training course helps participants develop advanced skills in Outlook 2013 through understanding and practice so that they gain mastery over it.
After completing this course, participants will have learned to:

- Format fonts and paragraphs
- Use styles and themes
- Alter stationary options
- Use various categories
- Add screenshots and pictures
- Delay delivery of emails
- Add voting buttons to emails
- Use email tracking options
- Enable junk mail filter
- Enable the phishing filter
- Modify safe and blocked senders list
- Create a recurring appointment, meeting requests, and additional calendars
- Use Color-coding
- Create and editing a note

MODULES

Lesson 1: Getting Started
- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Doing More with Tasks
- Create a Recurring Task
- Assigning a Task
- Using the Details Tab
- Setting Task Options
- Lesson Seven: Review Questions

Lesson 3: Working with Messages
- Formatting Fonts and Paragraphs
- Using Styles and Themes

Lesson 4: Using Notes
- Opening the Notes Folder
- Create a Note

- Adding Pictures or Screenshots
- Using Spell Check
- Using the Other Review Options
- Lesson Two: Review Questions

- Editing a Note
- Color-Coding a Note
- Changing Note Views
- Lesson Eight: Review Questions

Lesson 5: Customizing Your Profile
- Setting up a Signature
- Changing Stationery Options
- Enabling or Disabling Automatic Spell Check
- Using Categories
- Lesson Three: Review Questions

Lesson 6: Viewing RSS Feeds
- Adding an RSS Feed
- Modifying or Deleting RSS Feeds
- Viewing a Feed
- Working with Feed Items
- Lesson Nine: Review Questions

Lesson 7: Advanced E-Mail Tasks
- Adding Voting Buttons
- Setting the Priority
- Using Tracking Options
- Delaying Delivery
- Directing Replies
- Lesson Four: Review Questions

Lesson 8: Managing Outlook Data (I)
- Cleaning Up Folders
- Using Mailbox Cleanup
- Understanding Data Configurations
- Archiving Data
- Lesson Ten: Review Questions

Lesson 9: Managing Junk Mail
- About the Junk Mail Filter
- Enabling Junk Mail Filtering
- Enabling the Phishing Filter
- Modifying Safe and Blocked Senders Lists
- Marking a Message as Junk or Not Junk
- Lesson Five: Review Questions

Lesson 10: Managing Outlook Data (II)
- Backing Up Data
- Adding a New PST File
- Closing a PST File
- Opening a PST File
- Lesson Eleven: Review Questions

Lesson 11: Advanced Calendar Tasks
- Creating a Recurring Appointment
- Creating a Meeting Request
- Tracking Meeting Responses
- Color-Coding Appointments
- Changing Calendar Options
- About Calendar Groups
- Lesson Six: Review Questions

Lesson 12: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote