



Microsoft® Office Outlook® 2010: Transition from Outlook® 2003

Course Specifications

Course length: 0.5 day(s)

Course Description

Course Objective: You will identify and use the new and enhanced features of Microsoft® Outlook® 2010.

Target Student: The course is for experienced Outlook users familiar with the 2003 version of the application, and who need to learn about the new features that Outlook 2010 has to offer.

Prerequisites: To ensure your success, we recommend that you first take the Microsoft® Office Outlook® 2003: Level 1 course or have equivalent knowledge.

Course Objectives

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

- Identify the components of the Outlook 2010 interface.
- Work with email messages.
- Manage calendars.
- Manage email messages.

Course Content

Lesson 1: Identifying the Components of the Outlook 2010 Interface

Topic 1A: Identify the Components of the Outlook Window

Topic 1B: Identify the Tabs and Groups on the Ribbon

Topic 1C: Customize the Outlook Interface

Lesson 2: Working with Email Messages

Topic 2A: Format an Email Message

Topic 2B: Insert Graphical Objects in an Email Message

Topic 2C: Manage Email Messages

Topic 2D: Share Contact Information Using Business Cards

Lesson 3: Managing Calendars in Outlook

Topic 3A: Create Tasks Using Outlook Calendar

Topic 3B: Customize the Calendar View

Topic 3C: Schedule a Meeting

Topic 3D: Share Calendar Information

Lesson 4: Managing Email Messages in Outlook

Topic 4A: Manage Junk Email Messages

Topic 4B: Search for Information in Outlook

Topic 4C: Clean Up Conversations and Folders

Topic 4D: Set Access Permissions

Topic 4E: Add RSS Feeds in Outlook 2010

Appendix A: New Features in Microsoft® Outlook® 2010

Appendix B: Out of Office Notifications in Outlook

Appendix C: Outlook and Other Office Applications and Services