

## MICROSOFT OUTLOOK 2010 INTERMEDIATE

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Microsoft Outlook  
2010  
Intermediate



**COURSE LENGTH: 1.0 DAYS**

The intermediate course builds on the skills you learned in the Outlook 2010 Introduction Training Course and introduces some of the more advanced features of the program.

The PD Training MS Outlook 2010 Intermediate Training Course helps you develop your skills in the customisation of the Outlook interface, email and task organisation, and managing contacts and folders efficiently.

This highly valuable and practical training course is now available throughout New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a group quote.

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## MICROSOFT OUTLOOK 2010 INTERMEDIATE COURSE OUTLINE

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### FOREWORD

Building on the skills and concepts taught in Outlook 2010: Introduction, this Outlook 2010 Intermediate training course running in Auckland, Wellington, Christchurch and New Zealand wide, is rated 5.0/5.0 in overall quality by ProCert Labs, teaches participants how to work more efficiently in Outlook.

Participants will learn how to customise Outlook, use Quick Steps, create Navigation-pane shortcuts, work with contacts and contact groups, manage address books, customise their messages and signatures, and set up automatic replies. In addition, participants will learn how to search various folders, use filters, apply categories, create custom views, and set rules for organising messages.

This course will help participants prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Outlook 2010.

### Prerequisites:

Outlook 2010: Introduction or equivalent experience.

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### OUTCOMES

#### After completing this course participants will be able to:

- Customise the ribbon
- Customise the Quick Access bar
- Change user interface options
- Add a language
- Remove keyboard layouts
- Use & configure Quick Steps
- Change the startup folder
- Create shortcuts in the Navigation pane
- Use address books
- Create a Contacts folder
- Work with contact groups
- Apply themes to messages
- Use instant search
- Specify a message format
- Use an electronic business card as a signature
- Create, assign and group messages with categories
- Use views to organise messages
- Create mail rules manually & using the Rules Wizard

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## MODULES

### Lesson 1: Customising Outlook

- The Outlook environment
- General options
- Language & keyboard options
- Quick Steps
- The Navigation pane

### Lesson 2: Working with contacts

- Address books
- Contact groups

### Lesson 3: Customising messages

- Message appearance
- Signatures
- Voting buttons
- Out-of-office messages

### Lesson 4: Organising items

- Folders
- Searching
- Filters
- Categories

### Lesson 5: Organising mail

- Organising the Inbox folder
- Setting rules

### Lesson 6: Working with folders

- Public folders
- Offline folders

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)