MICROSOFT OUTLOOK 2013 ADVANCED

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COURSE LENGTH: 1.0 DAYS

Developing advanced skills in MS Outlook 2013 requires an in-depth understanding of customising profiles, managing and merging data, performing complex calendar tasks, using advanced email tasks and more.

The PD Training Microsoft Outlook 2013 Advanced Training Course empowers participants with a deep understanding and the skills required to implement the more advanced functions of Outlook 2013 so you can communicate, collaborate and manage your tasks much more efficiently.

This highly valuable and practical training course is now available throughout New Zealand, including Auckland, Wellington or Christchurch and also via instructor-led online training.

Please click on the Public Class tab below to view our Microsoft Outlook 2013 Advanced Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT OUTLOOK 2013 ADVANCED COURSE OUTLINE

FOREWORD

Outlook 2013 helps you to manage, organise 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, prioritising, tracking options, customising 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 Colour-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
- Colour-Coding a Note
- Changing Note Views
- Lesson Eight: Review Questions

Lesson 5: Customising 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
- Colour-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