

Title:

Microsoft Outlook 2007 Level 2

Application

Microsoft Outlook 2007

Competency

N/A

ISBN

978-1-921340-55-0

Duration (hrs)

21

Description

The skills and knowledge acquired in Microsoft Outlook 2007 Level 2 will enable you to use some of the more advanced features of Microsoft Outlook 2007 to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, and create task requests for others to perform.

Microsoft Outlook 2007 Level 2

The skills and knowledge acquired in Microsoft Outlook 2007 Level 2 will enable you to use some of the more advanced features of Microsoft Outlook 2007 to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, and create task requests for others to perform.

At the completion of Microsoft Outlook 2007 Level 2 you should be able to:

- effectively edit email messages
- organise and work with mail folders
- use the search facilities to locate email messages
- work with message views
- create and use rules to manage your email messages
- format email messages and use special features to control how emails work
- schedule appointments and events in your calendar
- schedule meetings using Microsoft Outlook
- monitor and manage your contacts within Outlook
- create and work with task requests

Microsoft Outlook 2007 Level 2 is designed for users who are keen to how to use some of the more advanced aspects of Microsoft Outlook 2007 including organising email messages, restricting junk email, scheduling meetings, creating and managing task requests, and the like.

Microsoft Outlook 2007 Level 2 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

128 pages

Microsoft Outlook 2007 Level 2

Contents**Editing Messages**

Copying Text Within A Message
Copying Text Between Messages
Copying From Another Source
Deleting Text
Removing An Attachment

Organising Messages

Creating A Message Folder
Moving Messages
Copying Messages
Deleting Messages
Recovering Messages
Working with Favourite Folders
Deleting Message Folders
Recovering Deleted Folders
Emptying Deleted Items
Archiving Messages
Recovering Archived Messages

Searching

Using Instant Search
Expanding the Search
Search Query Syntax
Search Query Syntax – Dates and Size
Using Recent Searches
Searching The Desktop
Search Options
Searching Other Outlook Items
Using A Search Folder
Adding A Predefined Search Folder
Customising Predefined Search Folders
Creating A Custom Search Folder

Working With Views

Using A Custom View
Arranging Messages Within A View
Sorting Messages Within A View
Working With Columns In A View
Formatting Columns In A View
Creating A Custom View
Adding A Filter To A Custom View
Deleting A Custom View

Colour Categories

Creating A New Colour Category
Assigning A Colour Category
Assigning A Quick Click Category
Finding Messages With Categories
Removing Categories From Messages
Deleting A Colour Category

Working With Rules

About Rules
Creating A New Rule From A Template
Selecting The Rule Conditions
Selecting The Rule Actions
Selecting The Rule Exceptions
Naming And Reviewing The Rule
Testing The Rule
Managing Existing Rules

Deleting A Rule

Email Techniques

Effective Email Management

Recalling A Sent Message

Printing A Message

Printing A Message List

Message Formats

Changing The Message Format

Choosing Themes Or Stationery

Applying A Theme Or Stationery

To A Message

Turning Themes Or Stationery Off

Applying An Office Theme

Saving A Message Draft

Using A Saved Message

Sending A Voting Message

Responding To A Voting Message

Tracking Voting Responses

Configuring Send And Receive

Appointments And Events

Scheduling A Meeting

Scheduling An Appointment Using

Click To Add

Scheduling Using The

Appointment Window

Rescheduling An Appointment To

Another Day

Creating Recurring Appointments

Changing Recurring

Appointments

Printing Your Calendar

Scheduling Free And Busy Times

Categorising Activities

Deleting Activities

Scheduling Meetings

Scheduling A Meeting

About Meeting Response Options

Responding To Meeting Requests

Tracking Meeting Responses

Changing A Meeting

Adding Or Removing Attendees

Preventing Responses

Cancelling A Meeting

The Scheduling Assistant

Using The Scheduling Assistant

Viewing Calendars Using Group

Schedules

Saving A Calendar As A Web

Page

Managing Contacts

Emailing A Contact

Adding A Contact From An Email

Sending An Electronic Business

Card

Receiving An Electronic Business

Card

Creating A Distribution List

Using A Distribution List

Using A Partial Distribution List

Deleting Members From A

Distribution List

Setting Contact Activity Options

Manually Recording Contact Encounters
Recording Timed Encounters
Reviewing Contact Encounters

Task Requests

How Task Requests Work
Creating A Task Request
Responding To A Task Request
Completing An Assigned Task
Viewing Updated Task Requests