

## Microsoft Outlook 2010 Upgrade

### Course length

½ day

### Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes the delegate has used Outlook 2003. The recommended maximum is 8 delegates.

### What will I learn?

At the completion of the course delegates will be able to:

- Start Outlook 2010 and navigate around the various features
- Use the new time management and information features in Outlook 2010
- Use the new features in Outlook 2010 mail
- Use the new and improved features of the Outlook 2010 calendar and scheduling options
- Create and manage contact information using the new electronic business card feature

### Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

### Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

### Course contents

#### Microsoft Outlook 2010

New Features in Outlook 2010  
More New Features in Outlook 2010  
Opening an Outlook Data File  
The Outlook 2010 Screen  
The Navigation Pane  
The To-Do Bar  
Using Instant Search  
Expanding the Search  
Recent Searches and Searching the Desktop  
Search Options  
Searching Other Outlook Items  
RSS Feeds

#### Working with Mail

Mail Messages  
Creating New Messages  
Previewing Attachments  
Colour Categories  
Assigning a Colour Category  
Setting the Quick Click Category  
Flagging Messages  
Manage Follow-Ups in the To-Do Bar  
Setting a Follow-Up Flag for Recipients

#### Working with the Calendar




Calendar Views

Creating a New Calendar Entry  
Task Integration on the Calendar  
Internet Calendars  
Creating a Calendar Snapshot  
Internet Calendar Subscriptions  
Working with Multiple Calendars  
Scheduling Meetings

#### Working with Contacts

Electronic Business Cards  
Creating an Electronic Business Card  
Sending and Receiving Business Cards  
Managing Electronic Business Cards

### How do I book?

-  Call us now on 020 8658 6994
-  Email us at [admin@alphatraining.com](mailto:admin@alphatraining.com)
-  Download our public course schedule