

## **OUTLOOK 2010**

### **Beginner level**

#### **OBJECTIVES**

At the end of the course, the participant will be able to use the e-mail function, send and receive messages, manage Office documents and various components, Outlook email features, contacts, and calendar.

#### **TARGET CLIENTELE**

Everyone

#### **PREREQUISITES**

Knowledge of Windows



#### **COURSE SYLLABUS**

##### **1. Learning File Management**

- Preparing learning files
- Opening a work session
- Closing a working session
- Retrieving your work file
- Setting the situation

##### **2. Basics**

- Microsoft Outlook 2010

##### **3. Applicable Notions to all Files**

- Displaying items
- Modifying items
- Using the Ribbon
- Category notions
- Deleting items

- Finding items
- Copying and moving items
- Printing items

#### **4. Messaging Functions**

- Email management
- Tracking indicator
- Mail options
- Research files
- Automatic signature

#### **5. Contact Management**

- Contacts folder
- Printing contacts

#### **6. Time Management**

- Organize your mail in folders
- Using categories and color codes
- Planning your time with the agenda
- Management and tracking of stains
- Scheduling and managing appointments
- Calendar management
- Contact management
- Using the log
- Creating custom views
- Automatic archiving of items
- Effective folder search
- Message tracking
- Managing email rules

#### **7. Task Management**

- Tasks folder

#### **8. The Notes**

- Using notes

### **9. The Calendar**

- Exploring the calendar
- Display in calendar
- Registration in the calendar
- Printing the calendar

### **10. The Journal**

- Activity history

### **11. Deleted Items Folder**

### **12. Customizing Outlook**

- Customizing the today Outlook folder
- Creating shortcuts
- Folder management
- Outlook auto-start
- Setting up an e-mail account

### **13. Enrichment**

- General notions
- Messaging
- Notes
- Tasks
- Distribution list
- Taskbar