

Outlook 2007

Full training in 7 steps

7 Modules - 43 Topics

1 - First steps in e-mail

Find out what Outlook is and how it works, send your first messages, start using the address book, etc.

E-mail basics

Working with Outlook folders

E-mail working environment

Creating and sending a message

Using recipients from an address book

Total number of topics in the module: 5

2 - Effective communication

You send messages; you receive messages. Learn how to manage them, sort them, attach files, etc.

Message tracking options

Managing text in a message

Attaching files to a message

Reading messages

Replying to a message

Managing attachments to a received message

Forwarding a message

Printing messages

Deleting messages

Total number of topics in the module: 9

3 - Organising your messages

Learn to manage the messages you receive or send: sort them, archive them, search through them etc.

Sorting and grouping messages

Adding a signature to a message

Message templates or forms

Finding messages

AutoArchiving messages

Total number of topics in the module: 5

4 - Keeping track of your contacts

Your contacts are valuable; make sure they are properly saved and categorised by using Outlook to manage your address book. It is easy and it will save you a lot of time.

Outlook contacts

Sending a contact by e-mail

Sorting and grouping contacts

Using distribution lists

Total number of topics in the module: 4

5 - Never forget an appointment

The Outlook calendar makes it easy to manage your diary: you enter your appointments and meetings, and Outlook reminds you when the time comes.

Outlook's calendar

Managing appointments
Recurrent items
Managing meetings
Printing the calendar and calendar items
Personalising print styles
Saving the calendar as a web page

Total number of topics in the module: 7

6 - Getting yourself organised

Outlook, with its additional capacities for managing tasks and notes, will simplify your day-to-day organisation.

Creating tasks
Managing tasks
Managing notes
Changing the appearance of notes

Total number of topics in the module: 4

7 - Find out more

If you use Outlook for more than the occasional message, you will be interested to know how to create folders and categories, and also how to customise the view and the menus.

Managing folders
Search folders
Managing Outlook items
Managing categories
Customising views
Saving an item in the Journal
Customising menus
Sharing a folder
Managing mail while you are absent

Total number of topics in the module: 9