

MICROSOFT Outlook 2000

Level 2 - Advanced

This class introduces the skills necessary for working with Outlook's more advanced features. Students will learn how to use custom mail features, organize their items, schedule events and meetings for a group and work with the journal.

Upon Completion of this course students will be familiar with and have skill to:

Preparing Mail Messages

- Looking At This Course
- Examining The Project
- Working With Mail Templates
- Creating Signatures
- Using The Address Book

Using Mail Features

- Working With Stationery
- Flagging Mail Messages
- Finding Messages
- Customizing The Message Window

Organizing Items

- Understanding Categories
- Assigning Categories
- Modifying Categories
- Sorting With Categories
- Exploring Fields
- Archiving Mail
- Moving Items Between Folders

Using Calendar

- Scheduling Events
- Planning Meetings
- Adding And Removing Attendees
- Posting A Web Calendar
- Integrating Calendar With Outlook Components
- Customizing Calendar

Exploring Contacts And The Journal

- Understanding The Journal
- Recording Activities In The Journal
- Linking To Contacts
- Viewing Linked Items
- Using Other Features

Examining Tasks

- Assigning Tasks
- Responding To Assignments
- Updating Tasks
- Creating Tasks With Outlook Items

Integrating Outlook And Office

- Using Outlook With Word
- Looking At The Office Clipboard
- Managing Office Documents
- Using Office Files

Application Project

- Brokerage Benefits

Common Tools And Shortcuts

- Standard Tools
- New Items Tools
- Date Tools
- Organizational Tools
- Communications Tools
- Navigation Shortcuts

