



### Learning outcomes

The skills and knowledge acquired in Microsoft Outlook 2007 Intermediate 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.

### Target audience

Microsoft Outlook 2007 Intermediate 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.

### The course will cover the following topics

#### 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

#### Concluding Remarks

**Pro-efficient Professional**

**The Future ON TRACK – TRAINED**

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