

Outlook 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster

Publisher: CourseILT

Code: 1418889431

ISBN: 1418889431

Version: 1

Course Length: 1-day (6 hours)

Prerequisites: Outlook 2003: Level 1 or equivalent experience

What's in Outlook 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches advanced-level functions and features of Outlook 2003. Students will learn how to create custom toolbars, customize the menu bar and Navigation pane, use advanced search options, set and remove filters, and sort, group, and set rules for messages. They'll also learn how to work with notes, the Journal, advanced Calendar features, message templates, forms, public folders, newsgroups, and Outlook's security features.

Objectives

- Add custom toolbars, customize the menu bar, and customize the Navigation pane by adding groups and shortcuts.
- Use Find and Advanced Find to search for messages, set and remove filters on messages, use message formats, stationery, and delivery options to customize messages.
- Sort and group messages, use the Rules Wizard to set rules for messages, use the Out of Office Assistant to send AutoReplies, use Mailbox Cleanup, archive mail messages, and create unique e-mail signatures for multiple accounts.
- Change the default appearance of messages by using templates and create and use forms.
- Integrate tasks with contacts and import and export data between Outlook and other Microsoft Office applications.
- Create a public folder, post, modify, and delete an item from a public folder, delete a public folder, share the Inbox, Calendar, Contacts, and Tasks folders with other users, and use offline folders.
- Work with newsgroups and Outlook security features.

Topic-Level Outline

Unit 1 : Customizing Outlook

*Topic A: * The Outlook environment*

- A-1: Creating a custom toolbar
- A-2: Customizing the menu bar
- A-3: Deleting custom toolbars and resetting the menu bar
- A-4: Observing customizable options
- A-5: Changing the startup folder to Calendar
- A-6: Customizing the Reading pane

*Topic B: * Groups and shortcuts*

- B-1: Creating a group
- B-2: Creating a shortcut

Unit 2 : Messages

*Topic A: * Searching and filtering messages*

- A-1: Using the Find feature
- A-2: Finding messages by using Advanced Find
- A-3: Applying filters to messages
- A-4: Removing filters from messages

*Topic B: * Customizing messages*

- B-1: Using message formats
- B-2: Using message stationery
- B-3: Creating custom stationery
- B-4: Modifying delivery options

Unit 3 : The Inbox

*Topic A: * Organizing the Inbox folder*

- A-1: Sorting messages
- A-2: Grouping messages
- A-3: Removing groups from the Inbox
- A-4: Assigning categories to messages

*Topic B: * Setting rules*

- B-1: Using the Rules Wizard
- B-2: Observing a rule in action
- B-3: Using the Out of Office Assistant
- B-4: Turning off the Out of Office Assistant

Topic C: Managing your mailbox

- C-5: Using Mailbox Cleanup
- C-6: Archiving mail messages manually
- C-7: Archiving mail messages automatically
- C-8: Restoring archived messages

*Topic D: * Alternate e-mail methods*

- D-1: Creating unique e-mail signatures for multiple accounts
- D-2: Creating and modifying a distribution list

Unit 4 : Folders

*Topic A: * The Notes folder*

- A-1: Creating and modifying notes

A-2: Forwarding notes

A-3: Customizing notes

A-4: Assigning a contact to a note

*Topic B: * The Journal folder*

- B-1: Creating an automatic Journal entry
- B-2: Creating a Journal entry manually
- B-3: Opening a Journal entry
- B-4: Modifying a Journal entry
- B-5: Assigning a contact to a Journal entry
- B-6: Changing Journal views

*Topic C: * The Calendar folder*

- C-1: Booking resources for a meeting
- C-2: Customizing Calendar view
- C-3: Printing Calendar
- C-4: Saving Calendar as a Web page
- C-5: Creating group schedules in Calendar
- C-6: Sending a meeting request to a Calendar group
- C-7: Publishing free/busy information

*Topic D: * The Contacts folder*

- D-1: Forwarding contact information
- D-2: Sorting contacts
- D-3: Creating and importing a vCard into contacts
- D-4: Distributing free/busy information

*Topic E: * Business Contact Manager*

- E-1: Discussing Business Contact Manager

Unit 5 : Templates and forms

*Topic A: * Working with templates*

- A-1: Creating a template using stationery
- A-2: Using a template to compose a message

*Topic B: * Forms*

- B-1: Opening a form in design mode
- B-2: Adding fields to a form
- B-3: Testing a form
- B-4: Saving a form as a template
- B-5: Sending a form to collect data

Unit 6 : Integration

*Topic A: * Outlook components*

- A-1: Creating a task for a contact
- Topic B: * Importing and exporting data*
- B-1: Importing Excel data into the Contacts folder
 - B-2: Exporting Outlook data to an Access database

Unit 7 : Public, shared, and offline folders

*Topic A: * Public folders*

- A-1: Creating a public folder
- A-2: Examining folder permissions
- A-3: Securing a public folder
- A-4: Posting an item to a public folder

A-5: Editing an item in a public folder

A-6: Deleting an item in a public folder

A-7: Deleting a public folder

*Topic B: * Sharing your Outlook folders*

- B-1: Granting permission to view your Inbox
- B-2: Opening a shared Inbox
- B-3: Removing shared permissions on your Inbox
- B-4: Setting a private appointment
- B-5: Sharing a Calendar
- B-6: Removing shared permissions from a Calendar
- B-7: Sharing Contacts information
- B-8: Sharing Tasks

*Topic C: * Offline folders*

- C-1: Switching between offline and online states
- C-2: Downloading Address Book for offline use
- C-3: Adding a Send/Receive group to offline folders
- C-4: Synchronizing offline items manually
- C-5: Synchronizing offline folders automatically
- C-6: Disabling an offline folder

Unit 8 : Newsgroups and e-mail security

*Topic A: * Newsgroups*

- A-1: Connecting to a news server
- A-2: Subscribing to newsgroups
- A-3: Reading newsgroup articles
- A-4: Discussing newsgroup article posting
- A-5: Unsubscribing from a newsgroup

*Topic B: * Security*

- B-1: Exploring e-mail security options
- B-2: Exploring security zone settings
- B-3: Discussing digital signatures and message encryption
- B-4: Discussing Web beacons

Appendix A : Microsoft Office Specialist exam objectives map

*Topic A: * Comprehensive exam objectives*