

Outlook 2007: Level 3 [MCAS Certified] + CertBlaster & CBT

Publisher: CourseILT

Code: 1423918231

ISBN: 1423918231

Version: 1

Course Length: 1-day (6+ hours)

Prerequisites: Outlook 2007 Level 1 and 2

What's in Outlook 2007: Level 3 [MCAS Certified] + CertBlaster & CBT:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Outlook 2007: Level 2. Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Outlook 2007 exam (70-604). For comprehensive certification training, students should complete Outlook 2007: Level 1, 2, and 3.

Topic-Level Outline

Unit 1 : Mailbox

Topic A: Managing data files

- A-1: Creating a data file
- A-2: Managing mail profile data files
- A-3: Changing data file settings

*Topic B: * Managing your mailbox*

- B-1: Using Mailbox Cleanup
- B-2: Archiving mail messages manually
- B-3: Archiving mail messages automatically
- B-4: Restoring archived messages
- B-5: Saving a copy of a sent message

Unit 2 : Notes and Journal 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: Adding a contact to a Journal entry
- B-6: Changing Journal views

Unit 3 : Calendar and Contacts

*Topic A: * The Calendar*

- A-1: Scheduling meetings
- A-2: Booking resources for a meeting

*Topic B: * Group schedules*

- B-1: Creating group schedules in the Calendar
- B-2: Sending a meeting request to a Calendar group

*Topic C: * The Contacts folder*

- C-1: Forwarding contact information
- C-2: Sorting contacts
- C-3: Creating and importing a vCard
- C-4: Importing Excel data into Contacts

Unit 4 : Collaboration features

*Topic A: * Sharing your folders*

- A-1: Granting permission to view your Inbox
- A-2: Opening a shared Inbox
- A-3: Removing sharing permissions on your Inbox
- A-4: Delegating access to your Inbox
- A-5: Sharing Contacts
- A-6: Sharing Tasks
- A-7: Sharing your Journal

*Topic B: * Sharing Calendars*

- B-1: Saving a Calendar as a Web page
- B-2: Sending a Calendar via e-mail
- B-3: Publishing free/busy information
- B-4: Sharing a Calendar
- B-5: Changing sharing permissions
- B-6: Publishing an Internet Calendar
- B-7: Subscribing to an Internet Calendar
- B-8: Viewing Calendars

*Topic C: * SharePoint integration*

- C-1: Discussing the meeting workspace

*Topic D: * RSS feeds*

- D-1: Subscribing to RSS feeds

D-2: Changing and removing RSS feeds

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: * Working with 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

Appendix A : Business Contact Manager

*Topic A: * Using Business Contact Manager*

- A-1: Discussing Business Contact Manager