Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

150,00 €

PRICE INCL. VAT

184,50 €

including 23 % VAT

PDF SYLLABUS

Outlook 2 - Advanced

Clear overview of course topics, training scope and key information.

The training is intended for users who need to master working with the program as a workgroup client on Microsoft Exchange Server with all the possibilities that teamwork brings.

COURSE CONTENT

01

Possibilities and Use of the Program

Brief overview of the program organization.

02

E-mail

Managing mail folders.
Preferences for new mail messages.
Arranging mail folders and searching in them.
Mail filtering options.
Use of certificates.
Distribution lists.

03

Contacts in MS Outlook

Import and export of contacts.
Automatic creation of contacts.
Sharing common contacts and delegating access rights to contacts.
Tracking communication, tasks and notes concerning a shared contact for multiple users.

04

MS Outlook Calendar

Regular and irregular events.
Sharing a calendar.
Publishing a calendar as a www page.
Checking the workload of other users when planning meetings.

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05

Tasks

Creating a new task.
Recurring tasks.
Assigning tasks to users and subsequent delegation of task control to another user.

06

MS Outlook Journal

Notes (setting default note properties).

07

Public Folders

Creating new folders.
Delegating and removing access rights to public folders.
Use of public folders.
Program customization (customizing Outlook Today, toolbars, application panel, folder organization).
Effective work with folders (creating folders, working with multiple personal folders and their location and security, managing individual items in folders, sharing and delegating rights for individual folders, working with network folders, security of shared folders, compressing and password-protecting folders).

08

Integration of Microsoft Outlook with Other Applications

OLE, DDE, mail merge, sending mail from an application, import and export of data to other formats.
Working with address books.
Security of working in the program.
Discussion.
Conclusion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/outlook-advanced