

# Exact Business Solutions Pty Ltd

## Course Outlines



### EBS750 Microsoft Outlook Advanced 2007

A One-Day Guide

Ref No.DD206

**Course Aims** This course aims for participants to learn how to use some advanced features in outlook, including customising menus, toolbars, and messages. The course also looks at integrating Outlook components and share Outlook data with other Office applications including merging from Outlook.

**Objectives** At the end of the course, you will have learned to:

- Customise Outlook - Customise the Outlook bar and menus and toolbars
- Handle Messages
  - Use the Rules Wizard
  - Use the Out of Office Assistant
  - Auto-Archive your Mailbox
- Work with Outlook folders including Notes, the Journal, the Calendar and Contacts
- Use the Voting Feature
- Use Folders to share information, including Delegate Access
- Import and Export data
- Create and Use Colour Categories and Filters
- Create Personal Distribution Lists
- Mail Merge Outlook Contacts to Microsoft Word
- Design a Form and use it as a Template

**Number of Pages** 203

**Audience** The course is aimed at those participants who want to use the more advanced features of Outlook including coordinating schedules, archiving mail and mail merge.

**Prerequisites** It is essential that participants have a good working knowledge of the topics covered in the Microsoft Outlook 2003 Introductory course.

**Course Length** In a training environment this training module is suitable for one day.

**Course Structure** The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

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## EBS750 Microsoft Outlook Advanced 2007 in Detail

Course Objectives  
Customising Outlook  
Customising the Navigation Pane  
Using the Split Bar  
Changing the Display Order  
Adding Buttons to the Navigation Pane  
The Favourites Folder  
Adding a Favourite Folder  
Minimizing Favourite Folders  
Turning off Favourite Folders  
The Shortcut Pane  
Creating a Shortcut  
Creating a Group Shortcut  
Deleting a Shortcut  
Customising Toolbars  
Adding an Icon to the Toolbar  
Modifying an Icon  
Modifying a ScreenTip and Text  
Customising Menus  
Creating Menus  
Renaming the Menu  
Adding Menu Commands  
Resetting Menus  
Rules and Alerts  
Creating a Rule  
Modifying a Rule  
Create a Rule Based on a Message  
Renaming a Rule  
Applying the Rule  
Rule Order  
Turning Rules On and Off  
Deleting Rules  
The Out of Office Assistant  
Replies sent to Another Person  
AutoArchiving  
Turning on AutoArchive  
AutoArchive Options  
Setting Folder Properties  
Retrieving Archived Items  
Importing Archived Items  
Importing into Original Folders  
Moving Individual Items  
Turning AutoArchive Off  
Voting  
Custom Voting Buttons  
Viewing Voting Responses  
Sharing Information  
Permissions  
Viewing another user's Calendar  
Removing Permissions  
Sending a Calendar via email  
Delegate Access  
Add Another Person's Mailbox  
Send a Delegate e-mail message  
Removing Delegate Access  
Calendar  
Printing a Blank Calendar  
Customizing the Calendar  
Changing the Time Scale  
Changing the Background Colour  
Date Navigator Font  
Reminders and Reminder Sounds  
Week Numbers  
Bold dates in the Date Navigator  
Hiding Private Appointment Details  
Forwarding Appointments  
Colour Categories  
Assigning a Colour Category  
Creating a Category  
Adding Birthday Events  
Filters  
Creating a Filter  
Filtering Calendar Appointments  
Clearing a Filter  
Personal Distribution Lists  
Sending Mail to a Distribution List  
Adding a Name to the List  
Deleting a Name from the List  
Meetings  
Planning a Meeting  
Inviting Others  
Choosing the Meeting Time  
Meeting Details  
Inviting Others Later  
Checking Responses to a Meeting  
Adding an External Attendee  
Notes  
Sending Notes Fast  
Create a Note from Word  
Assigning Categories to Notes  
The Journal  
Journal Options  
Viewing Other Journal Items  
Changing Entry Type Settings  
Tracking a Phone Call  
Restarting the Timer  
Journal Views  
Viewing Items in Month View

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## EBS750 Microsoft Outlook Advanced 2007 in Detail cont...

- Adding Meetings to the Journal
- Viewing the Meeting Items
- Viewing Items in Month View
- Deleting Journal Items
- Deleting Entry Types
- Turning Off the Journal
- Mail Merge Contacts to Word
- Prepare a Contact list for Export
- Starting the Merge
- Edit the Main document
- Previewing the Labels
- Perform the Mail Merge
- Exporting Data
- Importing Data
- Group Email Distribution
- Starting the Merge
- Previewing the Letters
- Performing the Merge
- Forms and Templates
- Designing the Form
- Deleting a Control
- Sizing a Field
- Using the Control Toolbox
- Adding a Label Control
- Combo Boxes
- Control Properties
- A Text Box
- Initial Values
- The Read Page
- Saving the Form as a Template
- Using a Form
- Editing your Custom Form
- Custom Forms Exercise 1
- Custom Forms Exercise 2
- Shortcuts
- Using Shortcut Keys