

Microsoft® Office Outlook® 2007: New Features

Course Specifications

Course number: 084626

Software: Microsoft® Office Outlook® 2007

Course length: 1.0 day(s)

Course Description

After having worked with Microsoft® Office Outlook® 2003, you must also get to know the features present in the latest release of the application. Microsoft® Office Outlook® 2007 comes with new features for improving the management, organization, and distribution of your Outlook items. In this course, you will work with the new and enhanced features in Outlook 2007.

Course Objective: You will work with the new features of Microsoft® Office Outlook® 2007

Target Student: The course is designed for experienced Outlook users who need to learn about the new features 2007 has to offer versus the 2003 version.

Prerequisites: Prior knowledge of Microsoft® Office Outlook® 2003.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the Outlook environment.
- manage daily tasks in Outlook 2007.
- share information with other users.
- protect information.
- integrate Outlook with other applications.

Course Content

Lesson 1: Exploring the Outlook Environment

Topic 1A: Explore the User Interface

Topic 1B: Work with the Ribbon

Topic 1C: Work with Contextual Tools

Topic 1D: Customize the Calendar Views

Lesson 2: Managing Your Daily Tasks in Outlook 2007

Topic 2A: Work with Mail Messages

Topic 2B: Manage Tasks in the Calendar

Topic 2C: Locate Information Quickly

Topic 2D: Schedule a Meeting

Lesson 3: Sharing Information with Other Users

Topic 3A: Share Your Calendar Information

Topic 3B: Notify Others That You Will be Out Of Office

Topic 3C: Share Information Using Electronic Business Card

Lesson 4: Protecting Your Information

Topic 4A: Manage Junk Email

Topic 4B: Authorize Users to Access Your Information

Topic 4C: Recover Your Work

Lesson 5: Integrating Outlook with Other Applications

Topic 5A: Integrate Outlook with Microsoft Office InfoPath 2007

Topic 5B: Integrate Outlook with Windows SharePoint Services

Topic 5C: Add RSS Feeds Through Outlook 2007

Topic 5D: Publish the File in PDF or XPS File Format