



Course Title: Microsoft Outlook 2007- Advanced

Duration: 8 hours

Course Outline:

Mailbox

Topic A: Managing data files

Topic B: Managing your mailbox

Notes and Journal folders

Topic A: The Notes folder

Topic B: The Journal folder

Calendar and Contacts

Topic A: The Calendar

Topic B: Group schedules

Topic C: The Contacts folder

Collaboration features

Topic A: Sharing your folders

Topic B: Sharing Calendars

Topic C: SharePoint integration

Topic D: RSS feeds

Templates and forms

Topic A: Working with templates

Topic B: Working with forms