

Microsoft® Outlook® 2007: New Features

Course length: 1 day

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.

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

Explore the User Interface
Work with the Ribbon
Work with Contextual Tools
Customize the Calendar Views

Lesson 2: Managing Your Daily Tasks in Outlook 2007

Work with Mail Messages
Manage Tasks in the Calendar
Locate Information Quickly
Schedule a Meeting

Lesson 3: Sharing Information with Other Users

Share Your Calendar Information
Notify Others That You Will be Out Of Office
Share Information Using Electronic Business Card

Lesson 4: Protecting Your Information

Manage Junk Email
Authorize Users to Access Your Information
Recover Your Work

Lesson 5: Integrating Outlook with Other Applications

Integrate Outlook with Microsoft Office InfoPath 2007
Integrate Outlook with Windows SharePoint Services
Add RSS Feeds Through Outlook 2007
Publish the File in PDF or XPS File Format

If you have any questions about this course, please call CompuTrain at (713) 349-9186.