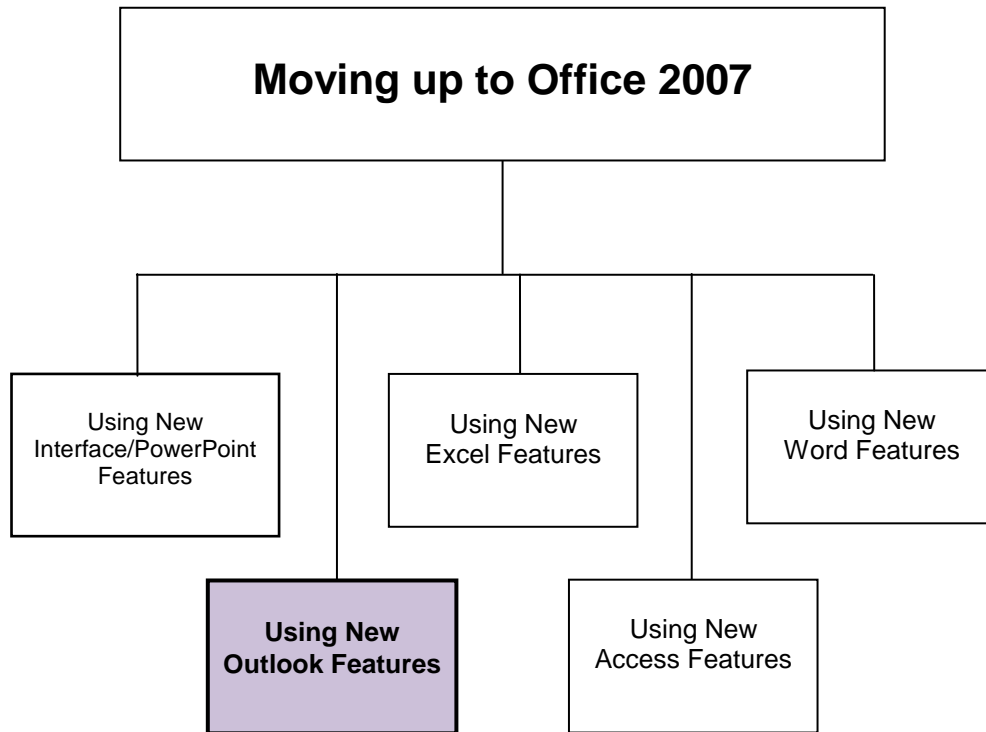


MICROSOFT OFFICE 2007 COURSE OUTLINE



Using New Outlook Features

Synopsis:

This module covers the new features in Microsoft Outlook 2007. These include exploring the new interface features such as the To-Do Bar and changes to existing features such as the Navigation Pane. Students will also learn how to use the Attachment Previewer, the Instant Search and Color Categories to organize Outlook items, the new Calendar features such as Calendar Overlays and e-mailing Calendar Snapshots, and the new Contact features including Electronic Business Cards. New security and junk mail settings are also included along with new Internet features such as RSS Feeds and publishing your Calendar to Microsoft Office Online.

Prerequisites:

An understanding of Windows and Outlook 2003

Objectives:

- Explore the new Outlook interface
- Work with new e-mail features
- Organize your Outlook items
- Use new Calendar features
- Use new Contact features
- Explore Security and junk e-mail
- Use new Internet features

This module includes:

Exploring The New Outlook Interface

- Viewing the Navigation Pane
- Viewing the To-Do Bar
- Viewing the Ribbon
- Viewing the Office button
- Viewing the Quick Access Toolbar

Working With New Mail Features

- Using the Out Of Office Assistant
- Using the Attachment Previewer

Organizing Outlook Items

- Using the To-Do Bar
- Using Instant Search
- Using the Query Builder
- Customizing Instant Search
- Using Color categories
- Editing Color categories
- Setting a Quick Click category
- Applying a Quick Click category

Using New Calendar Features

- Using Calendar Overlay mode
- Using the Daily Task list
- E-mailing your Calendar as a snapshot
- Viewing a Calendar snapshot

Using New Contact Features

- Using electronic Business Cards
- E-mailing an electronic Business Card
- Receiving an electronic Business Card

Exploring Security and Junk Mail

- Viewing the Trust Center
- Setting E-mail Postmarking
- Setting Junk E-mail filtering
- Setting Phishing Protection

Using New Internet Features

- Adding Really Simple Syndication (RSS) Feeds
- Publishing a Calendar to Microsoft Office Online