Microsoft Outlook 2013

(Intermediate)

Topics Covered:

Editing Messages
Copying Text Within A Message
Copying Text Between Messages
Copying From Another Source
Deleting Text
Removing An Attachment
Organising Messages
Creating A Message Folder
Moving Messages
Copying Messages
Deleting Messages
Recovering Deleted Messages
Cleaning Up Conversations
Working With Favourites
Deleting Message Folders
Recovering Deleted Folders
Emptying Deleted Items
Automating Common Tasks With
Quick Steps
Customising A Default Quick Step
Creating A Quick Step
Using Quick Steps
Archiving Messages
Recovering Archived Messages
Searching
Using Instant Search
Expanding The Search
Search Query Syntax
Search Query Syntax – Dates and Size
Using Recent Searches
Search Options
Searching Other Outlook Items
Using A Search Folder
Adding A Predefined Search Folder
Customising Predefined Search
Folders
Creating A Custom Search Folder
Working With Views
Changing The Current View
Arranging Messages Within A View
Sorting Messages Within A View
Working With Columns In A View
Formatting Columns In A View
Creating A Custom View
Adding A Filter To A Custom View
Deleting A Custom View

Colour Categories
Creating A New Colour Category
Assigning A Colour Category
Finding Messages With Categories
Removing Categories From Messages
Deleting A Colour Category
Working With Rules
About Rules
Creating A New Rule From A Template
Selecting The Rule Conditions
Selecting The Rule Actions
Selecting The Rule Exceptions
Naming And Reviewing The Rule
Testing The Rule
Managing Existing Rules
Email Techniques
Effective Email Management
Recalling A Sent Message
Printing A Message
Printing A Message List
Message Formats
Changing The Message Format
Choosing Themes Or Stationery
Applying A Theme Or Stationery To A
Message
Turning Themes Or Stationery Off
Applying A Theme
Saving A Message Draft
Using A Saved Message
Sending A Voting Message
Responding To A Voting Message
Tracking Voting Responses
Sending Automatic Responses
Appointments and Events
Quickly Scheduling An Appointment
Scheduling Using The Appointment
Window
Rescheduling An Appointment To
Another Day
Rescheduling An Appointment To
Another Time
Creating Recurring Appointments
Changing Recurring Appointments
Scheduling An Event
Scheduling Free And Busy Times
Categorising Activities
Printing Your Calendar
Deleting Activities

Scheduling Meetings
Scheduling A Meeting
Meeting Response Options
Responding To Meeting Requests
Tracking Meeting Responses
Changing A Meeting
Adding Or Removing Attendees
Preventing Responses
Cancelling A Meeting
The Scheduling Assistant
Using The Scheduling Assistant
Scheduling Meetings Using Calendar
Groups
Managing Contacts
Adding A Contact From An Email
Pinning A Contact To Favourites
Contacting A Contact
Contacting A Contact From The
People Peek
Forwarding Contacts
Creating A Contact Group
Using A Contact Group
Using A Partial Contact Group
Deleting Members From A Contact
Group
Linking Contacts
Task Requests
How Task Requests Work
Creating A Task Request
Responding To A Task Request
Completing An Assigned Task
Viewing Updated Task Requests

Course Details:

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses

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Duration:

1 Full Day

Course Pre-requisites:

This course is designed for participants with some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

The skills and knowledge acquired in this workshop are sufficient to be able to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, create task requests for others to perform and much more.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Office suite. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- ➢ Microsoft Access
- ➢ Microsoft Excel