Outlook 2010 Advanced

Modality: On Demand

Duration: 3 Hours

About the course:

The outlook is the most widely used corporate email and scheduling software in the entire world. This course is designed for individual works in the business world. It can manage your schedule, assist to maintain your tasks on track, and keep your contacts. In this course, the learner will understand how to use outlook's full potential, and provide the understanding and knowledge of the options of this tools. The candidate will learn powerful features of Outlook as a computerized coordinator to automate overall activities, work together with others, share and personalize the program to meet the requirements. Additionally, candidates will explore how to configure Outlook and learn ways to link it with different programs like Word and other data share tools.

Course Objective:

After successful completion of this course, candidates will have the knowledge of:

· Customizing and Using Quick Steps

· Customizing and Creating Views

· Exporting Contacts

· Exporting and Importing Data

· Using and Creating Signatures

· Working Offline

· Using Message Voting Buttons

· Utilizing the Out of Office Assistant

· Carry out Mail Merge utilizing Outlook Contacts

· Arranging Customized Forms

Audience:

This course is designed for:

· Any individual wants to increase knowledge and understanding of advanced options of Outlook 2010.

Prerequisites:

· Candidates have an Outlook 2010 Beginner course or have some exposure to the Outlook program.

Course Outline:

https://www.quickstart.com/ *Contact Us: (866) 991-3924*