



The Office Wiz
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**COURSE DESCRIPTION FOR
MICROSOFT® OFFICE OUTLOOK® 2010: LEVEL 3**

The final offering in the core series of Outlook classes is essential for all power users. Critical maintenance and remote features are covered as well as organizational and personalization tips. You will also master techniques to manage contact information including exporting and mail merge. Specifically learn to:

- Personalize your email.
- Organize Outlook items.
- Manage Outlook data files.
- Work with contacts.
- Save and archive email messages.
- Create a custom form.
- Work offline and remotely.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Outlook: Levels 1 and 2 or equivalent knowledge. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Personalizing Your Email

Apply Stationery and Themes
Create a Custom Theme
Create a Signature
Modify Signatures
Configure Email Message Security Settings

Lesson 2: Organizing Outlook Items

Group Items
Create Search Folders
Apply Conditional Formatting

Lesson 3: Managing Outlook Data Files

Back Up Outlook Items in Outlook Data Files

Add Outlook Data Files to a Mail Profile
Change Data File Settings

Lesson 4: Managing Contacts and Contact Information

Forward Contacts
Edit an Electronic Business Card
Export Contacts
Perform a Mail Merge
Link Items to the Business Contact Manager

Lesson 5: Saving and Archiving Email

Save Messages in Alternate Formats
Archive Messages
Protect Archives and Other Personal Folders

Lesson 6: Creating a Custom Outlook Form

Customize a Form
Create Outlook Items Based on a Custom Form

Lesson 7: Working Offline and Remotely

Make Folders Available Offline
Configure Remote Procedure Calls Over HTTP
Download Selected Messages
Publish Calendar Information to Office Online

Appendixes: Newsgroups, Really Simple Syndication (RSS) Feeds, The Outlook Social Connector and Manage Multiple Accounts

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK FOR A REGULAR CLASSROOM SETUP. INDIVIDUAL SETUPS CAN BE SIMPLER.)

Hardware Requirements

- Active Directory Domain Controller and Exchange 2010 Server.

For this course, you will need one computer to run Windows Server 2010 Enterprise Edition and Exchange Server 2010. This system should have the following configuration:

- An x64 architecture-based computer with an Intel processor that supports an Intel Extended Memory 64 Technology (Intel EM64T) or AMD processor that supports the AMD64 platform.
- A minimum of 4 GB of RAM per server plus 5 MB of RAM recommended for each mailbox.

- Disk partitions formatted as the NTFS file system.
- At least 80 GB of disk space for installation.
- 200 MB of available disk space on the system drive.
- A DVD-ROM drive, local or network accessible.
- A 1024 x 768 resolution or higher monitor.
- A keyboard and mouse, or other pointing device.
- Paging file size should be equal to the amount of RAM on the server plus 10 MB.

Classroom Computers

You will need one client computer for each student and one for the instructor. These computers should have the following configuration:

- 1 GHz Pentium®-class processor or faster.
- A minimum of 1 GB of RAM is recommended.
- 20 GB of hard disk or larger. You should have at least 1 GB of free hard disk space available for Office installation.
- A DVD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (check with your local network administrator).
- A printer (optional) or an installed printer driver.
- A projection system to display the instructor's computer screen.

Each classroom computer requires the following software:

- Microsoft® Office® Professional Plus 2010.
- Windows XP Professional with Service Pack 3.
- .NET framework 3.5 SP1.
- Microsoft® Windows Search 4.0 (KB940157).
- Windows® Rights Management Services (RMS) Client with Service Pack 3.

Software Requirements

The Active Directory Domain Controller and Exchange Server requires the following software:

- Microsoft Windows Server 2008® Standard or Enterprise Edition x64 bit or Windows Server 2008® R2 Standard or Enterprise x64 bit with Service Pack 2.
- Microsoft Exchange Server 2010®.

OTHER OUTLOOK CLASSES

- Calendar Tricks

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- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal