



# Microsoft Outlook 2010

## Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1026

ISBN: 978-1-921721-56-4

### ❖ General Description

The skills and knowledge acquired in **Microsoft Outlook 2010 Level 2** will enable you to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, and create task requests for others to perform.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- effectively edit email messages
- organise and work with mail folders and use quick steps
- use the search facilities to locate messages and other **Outlook** items
- work with message views
- create and work with colour categories
- create and use rules to manage your email messages
- use many **Outlook** features as you work with email messages
- schedule appointments and events in your calendar
- schedule meetings using **Microsoft Outlook**
- monitor and manage your contacts within **Outlook**
- create and work with task requests

### ❖ Target Audience

**Microsoft Outlook 2010 Level 2** is designed for users who are keen to how to use some of the more advanced aspects of **Microsoft Outlook 2010** including organising email messages, scheduling meetings, creating and managing task requests, and the like.

### ❖ Prerequisites

**Microsoft Outlook 2010 Level 2** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Pages/Duration

138 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

### ❖ Student Files

Many of the topics in **Microsoft Outlook 2010 Level 2** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1026**.

### ❖ Methodology

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence



*Need more?  
Here's a  
suggested  
learning path  
based on this  
title...*

*Previous title... INF1025 Microsoft Outlook 2010 Level 1*

*This title... INF1026 Microsoft Outlook 2010 Level 2*

*\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, February 22, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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