



# Course Outline

## Microsoft® Outlook 2007-2010

### Level 3

#### **Lesson 1: Personalizing Your Email**

- Topic 1A: Apply Stationery and Themes
- Topic 1B: Create a Custom Theme
- Topic 1C: Create Signatures
- Topic 1D: Modify Signatures
- Topic 1E: Configure Email Message Security Settings

#### **Lesson 2: Organizing Outlook Items**

- Topic 2A: Group Items
- Topic 2B: Create Search Folders
- Topic 2C: Apply Conditional Formatting

#### **Lesson 3: Managing Outlook Data Files**

- Topic 3A: Create a Data File
- Topic 3B: Add Outlook Data Files to a Mail Profile
- Topic 3C: Change Data File Settings

#### **Lesson 4: Working with Contacts**

- Topic 4A: Forward Contacts
- Topic 4B: Edit an Electronic Business Card
- Topic 4C: Export Contacts
- Topic 4D: Perform a Mail Merge

#### **Lesson 5: Saving and Archiving Email**

- Topic 5A: Save Messages in Alternate Formats
- Topic 5B: Archive Messages
- Topic 5C: Protect Personal Folders

#### **Lesson 6: Creating a Custom Form**

- Topic 6A: Add Form Fields
- Topic 6B: Save a Form as a Template
- Topic 6C: Test a Form