



Course Outline

Microsoft® Outlook 2007

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