

Microsoft Outlook – Make the Most of the New Stuff

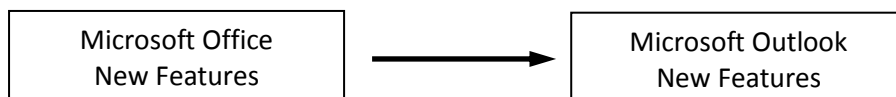
Audience

If you have migrated (or are planning to migrate) from any earlier version of Microsoft Outlook to Outlook 2007 or 2010 then this course will be of value to you. The Make the Most of New Features courses are about helping you migrate as efficiently as possible to the new environment and to ensure you are getting the right information about how you can maximise the new tools within the application. This is about making sure you know what you don't know.

Duration

2 hours

Prior Learning Segment



To gain the most from this course you will be an experienced user of Outlook as this course focuses on the changes to existing tools and concepts with the application, as well as introducing any new features Microsoft have included. Typically, you will have developed the skills associated with the Microsoft Office 2007/2010 – New Features course.

If you are uncertain if you have met the prior learning requirements please contact Ripped Orange and complete a User Analysis.

Key Learnings

- Getting to know the Outlook Window
- Ribbon and Command tabs
- Message Features
- Calendar Features
- Contacts Features
- Useful Tools

Learning Outcome(s)

At the end of this course you will have knowledge of the new and changed features and be ready to be efficient within the Outlook 2007/2010 environment. You should find yourself transitioning efficiently from your earlier version of the application.

Next Learning Segment

