



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2007 Microsoft Outlook Advanced Course

This comprehensive OutlookAdvanced2007, which has been superseded by a newer versions, 2010 and 2013, course builds on the grounding which was learnt in the Outlook Essentials 2007 course. The Outlook Advanced2007 course covers some of the most advanced features and functions of Outlook2007.

This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient 2007Outlook Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formulae.

This course will prepare the delegate for more advancedOutlook2007courses. The delegate receives an OutlookAdvanced2007manual and an electronic attendance certificate on completion of the OutlookAdvanced2007 course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or emailsales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

- How to use this manual
- Starting outlook
- The outlook screen
- Working with the menu
- Using the mouse to access the menu
- Using the mouse to cancel a pull-down menu
- Accessing the full list of menu options
- Working with dialogue boxes
- Accessing help within dialogue boxes

- Using the keyboard within dialogue boxes
- Working with help
- Using the "ask a question" box
- Getting assistance
- Printing help topics
- Exiting help
- Screen tips
- Creating a numbered list
- Adding a horizontal line

TOC Continue...

- Adding a signature block
- Flagging a message
- Setting miscellaneous message options
- Using the spell checker
- Delivering/receiving messages
- Recalling a message (not really possible)
- Identifying unread messages
- Sorting messages
- Finding messages
- Cancelling a search
- Clearing the search results
- Reading messages
- Marking messages as being read/unread
- Deleting messages
- Emptying the deleted items fold
- Printing a message
- Replying to a message
- Forwarding a message
- Working with attachments
- Attaching a file to a message
- Saving an attachment
- Opening an attachment
- Customizing the view
- Saving messages in alternate file formats
- Storing messages
- Creating folders
- Moving a message
- Renaming a folder
- Deleting a folder
- Archiving your messages
- Working with events
- Creating an event
- Renaming an event
- Deleting an event
- Printing your schedule
- Working with notes
- Creating a new note
- Reading a note
- Positioning/sizing the note
- Categorizing your notes
- Changing the notes view
- Deleting a note

- Working with a task list
- Adding a quick task
- Editing a task
- Assigning a task
- Responding to a task request
- Changing the task list view
- Creating tasks from other objects
- Changing the column width
- Sorting tasks
- Rearranging columns
- Completing tasks
- Deleting tasks
- Undeleting a task
- Recurring tasks
- Navigating within outlook
- Working with mail
- Sizing the window pane
- Creating a message
- Selecting multiple addresses
- Typing your message
- Deleting text
- Undoing a deletion
- Setting a priority
- Enhancing your message
- Changing the message format
- Assigning a new font
- Turning attributes on/off
- Changing justification
- Changing the colour of the font
- Changing line spacing
- Indenting paragraphs
- Automatically archiving messages
- Manually configure individual folders
- Using rules to organize messages
- Creating a rule
- Colour-coding messages
- Creating advanced rules
- Working with the address book
- Adding a contact
- Opening the address book
- Changing the properties of an address

TOC Continue...

- Deleting a user
- Creating a mailing list
- Removing a member from the list
- Updating the distribution list
- Closing the address book window
- Cleaning up your mailbox
- Handling junk e-mail
- Customizing the junk e-mail settings
- Using emoticons
- Using acronyms
- Working with the calendar
- Switching to monthly view
- Adding appointments
- Editing an appointment
- Categorizing an appointment
- Changing an appointment's starting/ending time
- Moving an appointment
- Recurring appointments
- Scheduling a tentative appointment
- Deleting an appointment
- Undeleting an appointment
- Acknowledging a reminder
- Grouping tasks

- Removing a group
- Creating sub-groups
- Filtering tasks
- Working with a contact list
- Adding a contact
- Organizing the contact list
- Sorting contacts
- Grouping contacts
- Deleting a contact
- Undeleting a contact
- Creating sub-groups
- Sending contact information via e-mail
- Saving a vcard
- Working with your journal
- Adding a journal entry
- Viewing a journal entry
- Editing a journal entry
- Grouping journal entries
- Switching journal views
- Scheduling a meeting
- responding to a meeting request
- Tracking meeting requests
- Changing outlook options

OFFSITE, OUR VENUE, prices from R 2195 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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EBOOKS AND ONLINE TRAINING

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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