Course Title: Microsoft Outlook II

Course Description:
Advanced topics in Outlook, including managing the calendar, working with tasks, using RSS, using Notes and the Journal, and managing Outlook data files.

Course Prerequisite(s):
Microsoft Outlook I

Course Objectives:
Create and manage messages; schedule appointments and tasks; create and manage contacts; and create and manage tasks and notes.

Textbook(s):
Microsoft Outlook 2010 Step by Step

Lesson Plan – by week or session
Session 1: Track Tasks
- Creating Tasks
- Updating Tasks
- Removing Tasks and Items form Task Lists
- Managing Task Assignments
- Displaying Different View of Tasks
- Key Points

Session 2: Organize Your Inbox
- Working with Conversation View
- Arranging Message in Different Ways
- Organizing Outlook Items by Using Color Categories
- Organizing Messages in Folders
- Managing Messages by Using Quick Steps
- Quickly Locating Messages
- Printing Messages
- Key Points

Session 3: Manage Your Calendar
- Defining Your Available Times
- Configuring Time Zones
- Working with Multiple Calendars
- Sharing Calendar Information
- Printing a Calendar
- Key Points

Session 4: Work with Your Contact List
- Creating Additional Address Books
- Importing and Exporting Contact Records
- Creating Contact Groups
- Quickly Locating Contact Information
Session 5: **Enhance Message Content**
- Personalizing the Appearance of Message Text
- Embedding and Modifying Images
- Creating and Formatting Business Graphics
- Changing Message Settings and Delivery Options
- Key Points