

Course Outline



Tel: +44 (0) 118 979 4000

Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk

Web: www.ptr.co.uk

Microsoft Office Outlook 2013 Level 2

Course Description:

In this course, you will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information.

This course is intended for people who have a basic understanding of Microsoft Windows and Microsoft Office Outlook 2013 and want or need to know how to perform more advanced tasks in Outlook

Pre-requisites:

Delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Delegates should have experience with the Windows 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Content:

- **Configure Advanced Message Options**
- **Advanced Message Management**
- Insert Advanced Characters and Objects
- Modify Message Settings, Properties, and Options
- Use Automatic Replies
- Sort Messages
- Filter Messages
- Organize Messages
- Search Messages
- Manage Junk Mail
- Manage Your Mailbox

21a Peach Street Wokingham Berkshire RG40 1XJ

Tel 0118 979 4000 **Fax** 0118 979 4035 **Email** training@ptr.co.uk **www** [ptr.co.uk](http://www.ptr.co.uk)

Registered Office: Grenville Court Britwell Road Burnham Bucks SL1 8DF Company Registered No: 2442290 – VAT registration No: 532 1929 56

Course Outline



Tel: +44 (0) 118 979 4000

Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk

Web: www.ptr.co.uk

- **Advanced Calendar Management**
 - Manage Advanced Calendar Options
 - Create Calendar Groups
 - Manage Meeting Responses
- **Advanced Contact Management**
 - Edit an Electronic Business Card
 - Manage Advanced Contacts Options
 - Forward Contacts
 - Export Contacts
- **Managing Activities by Using Tasks and Journal Entries**
 - Assign and Manage Tasks
 - Record and Modify Journal Entries
- **Sharing Workspaces with Others**
 - Delegate Access to Mail Folders
 - Share Your Calendar
 - Share Your Contacts
- **Managing Outlook Data Files**
 - Back Up Outlook Items
 - Change Data File Settings

Course Duration:

1 Days

21a Peach Street Wokingham Berkshire RG40 1XJ

Tel 0118 979 4000 **Fax** 0118 979 4035 **Email** training@ptr.co.uk **www.ptr.co.uk**

Registered Office: Grenville Court Britwell Road Burnham Bucks SL1 8DF Company Registered No: 2442290 – VAT registration No:532 1929 56