



CenterPoint Solution, LLC

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MICROSOFT® OUTLOOK® - ADVANCED LEVEL 2007

Course Description:

It builds on the email and calendaring skills you have already obtained and will provide you with the skills needed to personalize email, organize Outlook items, manage Outlook® data files, share and link contacts, save and archive email, create forms, and work offline and remotely.

Who Should Take This Course:

This course is for persons with an intermediate understanding of Outlook® and who need to use Outlook® to personalize and organize their email, Outlook® items, manage Outlook® data files, share and link contacts, create forms, and work offline and remotely.

Achieved Results:

You will work with the advanced features of Outlook®.

Course Outline:

- Personalize your email
- Organize Outlook® items
- Manage Outlook® data files
- Work with contacts
- Save and archive email messages
- Create a custom form
- Work offline and remotely