# Outlook 2010 Advanced Workshop

The participants will learn how to use the advanced features of Outlook 2010. This workshop is designed to teach you a basic understanding of Outlook 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

In this workshop, we'll cover some of the more advanced tasks in Outlook 2010, like customizing the Outlook interface and profile. The participants will learn how to use Word elements in your E-mails. This course explains some of the advanced e-mail, calendar, and task commands, as well as the Notes feature. They will also learn about RSS feeds and how to manage and protect your Outlook data.

## Workshop Objectives:

- Customize Outlook, including the Navigation Pane, the Reading Pane, and the To Do Bar
- Understand the Outlook View Tab
- Split a Document
- Change Font options
- Change Stationary options
- Enable or disable automatic spell check
- Add a follow-up flag
- Create a recurring appointment
- Create and track a meeting request
- Color code appointments
- Create a recurring task
- Assign a task
- Use the Details tab
- Set task options
- Work with feed items
- Clean up folders
- Understand data configurations
- Archive and backup data
- Add, open or close a new PST file

For more information on this workshop or to reserve your spot, please contact:

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