



Outlook 2013 Upgrade

Outlook 2013 Upgrade Course Information

Half Day Course

Target Audience & Purpose

Outlook Upgrade to 2013 Training is for people who have been using Intermediate to advanced Outlook features in previous versions and wish to learn the new features of Microsoft Outlook 2013.

Course Prerequisites

Participants should already have existing Intermediate / Advanced skills in Outlook 2007 or 2010.

Course Inclusions

- Comprehensive learning materials incl. exercise files
- Post course telephone support
- 'Certificate of Attendance' on completion of course
- Light lunch plus morning & afternoon tea

Objectives

By the end of this course participants should be able to:

- Explore the new Outlook Interface
- Work with new E-mail Features
- Organise your Outlook Items
- Use the new Calendar Features
- Use the new Contact Features

Outlook 2013 Upgrade Course Content

Using Outlook 2013 Interface

Use the Interface
File Tab & Backstage View
Quick Access Toolbar
Customize Quick Access Toolbar
Use Mini Toolbar
Use Ribbons & Tabs
Dialog Box Launcher
Contextual Tabs

Exploring The New Outlook Interface

Viewing the Navigation Pane
Viewing the To-Do Bar
Viewing the Ribbon

Working with New E-mail Features

Using Backstage View
Using the Attachment Previewer
Quick Steps
Create a Quick Step Action

Organizing your Outlook Items

Using the To-Do Bar
Using Instant Search
Using Colour Categories
Editing Colour Categories
Setting a Quick Click Category
Applying a Quick Click Category

Using the New Calendar Features

Using Calendar Overlay Mode
Using the Daily Task List
E-Mailing your Calendar As a Snapshot
Viewing a Calendar Snapshot

Using the New Contact Features

Using Electronic Business Cards
E-mailing an Electronic Business Card
Receiving an Electronic Business Card