



## **Microsoft Out 2003 Advanced**

### **1.0 Additional Message Tasks**

- 1.1 Using the Find Feature
- 1.2 Checking Spelling and Grammar
- 1.3 Working with Templates
- 1.4 Using Resend and Recall
- 1.5 Including a Signature
- 1.6 Selecting Message Format
- 1.7 Working with Stationary
- 1.8 Customizing Message Formatting
- 1.9 Chapter Review Test

### **2.0 Managing Outlook Settings**

- 2.1 Setting Up Multiple Accounts
- 2.2 Customizing Outlook
- 2.3 Editing Email Options
- 2.4 Importing Data
- 2.5 Exporting Data
- 2.6 Archiving Data
- 2.7 Editing Folder Properties
- 2.8 Reviewing Backup and Restore
- 2.9 Chapter Review Test

### **3.0 Additional Tasks**

- 3.1 Creating Task Status Reports
- 3.2 Managing Tasks
- 3.3 Managing Contacts
- 3.4 Assigning Categories
- 3.5 Creating Recurring Appointments
- 3.6 Using Color Coding
- 3.7 Managing Notes
- 3.8 Creating a Form
- 3.9 Assigning Forms to Folders
- 3.10 Chapter Review Test

### **4.0 Advanced Features**

- 4.1 Managing Junk E-mail
- 4.2 Working with Filters
- 4.3 Creating Public and Private Settings
- 4.4 Enabling Auto-Journaling
- 4.5 Enabling Autoformatting
- 4.6 Creating Rules
- 4.7 Chapter Review Test