

Outlook 2010 New Features

Course Length: 1 Day

What's New in Excel

- Introducing the Outlook 2010 Interface
- About the Outlook 2010 File Tab
- Working with the Navigation Pane
- Working with the To-Do Bar
- Using Quick Steps
- Working with Conversation Clean Up
- Previewing Attachments
- Understanding Calendar and Task Integration
- Sharing Calendars
- Sending a Calendar via E-mail
- Creating a Calendar Group
- Working with Color Categories
- Working with Instant Search
- Creating Business Cards

NOTE: This course is part of Apptius' Microsoft Office 2010 Migration Series. It is only scheduled as a private session for corporations and organizations and can be customized to specifically address the company's needs.

