



Microsoft Outlook Intermediate Course Outline

Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Customizing Formatting with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture

Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with Smart Art

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Automating Mail Merges

- Perform a Mail Merge
- Mail Merge Envelopes and Labels
- Use Word to Create a Data Source

Using Macros to Automate Tasks

- Perform a Task Automatically Using a Macro
- Create a Macro