

## Microsoft Outlook 2007 Advanced – 1 Day

This advanced course assumes that you are familiar with all the fundamental functions that Outlook 2007 has to offer.

This course will allow you to look at these at a more advanced level as well as introducing you to the use of the Business Contact Manager

In this course the following areas will be covered, we can also teach this content in either Outlook XP or 2003 where the features are available in the older versions.

---

### Section One: Advanced Info Management

- Advanced Calendar Options
- Advanced Task Options
- Advanced Contact Options
- Advanced Mail Options

### Section Two: Advanced Topics

- Using Categories
- Linking Items
- Custom Forms
- Publishing Your Calendar

### Section Three: Configuring Business Contact Manager (BCM)

- Getting Started
- Using BCM
- Working with BCM
- Getting Help

### Section Four: Using BCM

- Accounts
- Business Contacts
- Opportunities
- Business Projects and Tasks
- Communication History and Linking



For information and support

Meridian House  
Winsford Ind Est  
Winsford  
Cheshire  
CW7 3QG

**0845 600 6990**

[info@rareit.com](mailto:info@rareit.com)  
[www.rareit.com](http://www.rareit.com)

