

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