

## NEEDS ANALYSIS

### Microsoft® Outlook 2010

Check off the program features that you need to learn.  
Please contact me if you need clarification on any of these features.  
Thank you

<b>FUNDAMENTALS</b>	
Starting Outlook 2010	<input type="checkbox"/>
What's New in Outlook 2010	<input type="checkbox"/>
Understanding the Outlook 2010 Program Screen	<input type="checkbox"/>
Understanding Items	<input type="checkbox"/>
Understanding the Message Window	<input type="checkbox"/>
Giving Commands in Outlook	<input type="checkbox"/>
Using Command Shortcuts	<input type="checkbox"/>
Using the Navigation Pane	<input type="checkbox"/>
Using the Reading Pane	<input type="checkbox"/>
Using the To-Do Bar	<input type="checkbox"/>
Using Help	<input type="checkbox"/>
Exiting Outlook 2010	<input type="checkbox"/>
<b>COMPOSING AND SENDING E-MAIL</b>	
Composing and Sending an E-mail Message	<input type="checkbox"/>
Specifying Message Options	<input type="checkbox"/>
Formatting Text	<input type="checkbox"/>
Checking your Spelling	<input type="checkbox"/>
Working with Hyperlinks	<input type="checkbox"/>
Attaching a File to a Message	<input type="checkbox"/>
<b>RECEIVING E-MAIL</b>	
Receiving and Reading E-mail	<input type="checkbox"/>
Replying to and Forwarding a Message	<input type="checkbox"/>
Opening an Attachment	<input type="checkbox"/>
Deleting a Message	<input type="checkbox"/>
Flagging a Message for Follow-up	<input type="checkbox"/>
Using Color Categories	<input type="checkbox"/>
Viewing Conversations	<input type="checkbox"/>
Managing Conversations	<input type="checkbox"/>
Sorting Messages	<input type="checkbox"/>
Changing Views	<input type="checkbox"/>
Printing a Message	<input type="checkbox"/>

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<b>MORE E-MAIL FEATURES</b>	
Saving Unfinished Messages (Drafts)	<input type="checkbox"/>
Recalling a Message	<input type="checkbox"/>
Resending a Message	<input type="checkbox"/>
Using the Out of Office Assistant	<input type="checkbox"/>
Delaying Sending a Message	<input type="checkbox"/>
Using Quick Steps	<input type="checkbox"/>
Inserting a Signature	<input type="checkbox"/>
Using Stationery and Themes	<input type="checkbox"/>
Changing Message Format	<input type="checkbox"/>
Dealing with Junk E-mail	<input type="checkbox"/>
Adding Addresses to the Safe and Blocked Senders List	<input type="checkbox"/>
Changing Outlook's Security Settings	<input type="checkbox"/>
Inserting Screenshots	<input type="checkbox"/>
<b>WORKING WITH CONTACTS</b>	
Introduction to the Address Book	<input type="checkbox"/>
Adding a Contact	<input type="checkbox"/>
Adding a Contact from an E-mail	<input type="checkbox"/>
Editing and Deleting Contacts	<input type="checkbox"/>
Viewing and Sorting Contacts	<input type="checkbox"/>
Mapping a Contact's Address	<input type="checkbox"/>
Working in a Contact Window	<input type="checkbox"/>
Finding and Organizing Contacts	<input type="checkbox"/>
Creating a Contact Group	<input type="checkbox"/>
Printing the Contacts List	<input type="checkbox"/>
<b>USING THE CALENDAR</b>	
Viewing the Calendar	<input type="checkbox"/>
Navigating the Calendar	<input type="checkbox"/>
Scheduling Appointments	<input type="checkbox"/>
Scheduling an Event	<input type="checkbox"/>
Editing and Rescheduling Appointments and Events	<input type="checkbox"/>
Working with Recurring Appointments	<input type="checkbox"/>
Setting Availability	<input type="checkbox"/>
Color-coding Appointments	<input type="checkbox"/>
Setting Reminders	<input type="checkbox"/>
Viewing Calendar Items	<input type="checkbox"/>
Changing the Appearance of a Calendar	<input type="checkbox"/>
Changing Work Days and Times	<input type="checkbox"/>
Creating Additional Calendars	<input type="checkbox"/>
Viewing Calendars Side-by-Side or Overlaid	<input type="checkbox"/>
Printing the Calendar	<input type="checkbox"/>
Adding a Second Time Zone	<input type="checkbox"/>

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<b>COLLABORATING WITH OTHERS</b>	
Sharing Your Calendar	<input type="checkbox"/>
Opening Shared Calendars	<input type="checkbox"/>
Using Schedule View	<input type="checkbox"/>
Scheduling Meetings	<input type="checkbox"/>
Responding to a Meeting Request	<input type="checkbox"/>
Working with Calendar Groups	<input type="checkbox"/>
Marking an Appointment as Private	<input type="checkbox"/>
Publishing Your Calendar on the Internet	<input type="checkbox"/>
Sharing Outlook Folders	<input type="checkbox"/>
Giving Delegate Permissions	<input type="checkbox"/>
Taking and Tracking a Vote	<input type="checkbox"/>
Working with Public Folders	<input type="checkbox"/>
<b>WORKING WITH TASKS</b>	
Adding a Task	<input type="checkbox"/>
Changing Task Views	<input type="checkbox"/>
Sorting Tasks	<input type="checkbox"/>
Updating a Task	<input type="checkbox"/>
Creating a Recurring Task	<input type="checkbox"/>
Attaching an Item to a Task	<input type="checkbox"/>
Assigning a Task	<input type="checkbox"/>
Printing Tasks	<input type="checkbox"/>
Completing a Task	<input type="checkbox"/>
<b>USING THE JOURNAL AND NOTES</b>	
Displaying the Journal	<input type="checkbox"/>
Creating a Journal Entry Manually	<input type="checkbox"/>
Creating a Journal Entry Automatically	<input type="checkbox"/>
Relating a Journal Entry to a Contact	<input type="checkbox"/>
Opening, Modifying, and Deleting a Journal Entry	<input type="checkbox"/>
Changing Journal Views	<input type="checkbox"/>
Working with Notes	<input type="checkbox"/>
<b>ORGANIZING AND FINDING INFORMATION</b>	
Exploring the Folder List	<input type="checkbox"/>
Creating and Using Folders	<input type="checkbox"/>
Managing Folders	<input type="checkbox"/>
Using Instant Search	<input type="checkbox"/>
Refining a Search	<input type="checkbox"/>
Using Advanced Find	<input type="checkbox"/>
Creating and Using Search Folders	<input type="checkbox"/>
Modifying and Deleting Search Folders	<input type="checkbox"/>
Sorting and Grouping Information	<input type="checkbox"/>
Filtering Information	<input type="checkbox"/>
Using the People Pane	<input type="checkbox"/>

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<b>AUTOMATING COMMANDS</b>	
Creating Quick Steps	<input type="checkbox"/>
Managing Quick Steps	<input type="checkbox"/>
Creating a Rule	<input type="checkbox"/>
Creating a Rule with the Rules Wizard	<input type="checkbox"/>
Managing Rules	<input type="checkbox"/>
<b>MANAGING OUTLOOK DATA</b>	
Using Mailbox Cleanup	<input type="checkbox"/>
Using AutoArchive	<input type="checkbox"/>
Manually Archiving and Retrieving Information	<input type="checkbox"/>
Using a Personal Folders Backup Tool	<input type="checkbox"/>
Importing Information	<input type="checkbox"/>
Exporting Information	<input type="checkbox"/>
Working with Personal Folders Files	<input type="checkbox"/>
Working with Offline Folders	<input type="checkbox"/>
<b>CUSTOMIZING OUTLOOK</b>	
Customizing the Ribbon	<input type="checkbox"/>
Customizing the Quick Access Toolbar	<input type="checkbox"/>
Using and Customizing AutoCorrect	<input type="checkbox"/>
Customizing Outlook Today	<input type="checkbox"/>
Starting Outlook Automatically	<input type="checkbox"/>
Adding Fields to a View	<input type="checkbox"/>
Creating a Custom View	<input type="checkbox"/>
Using Custom Groups	<input type="checkbox"/>
Changing Outlook's Default Options	<input type="checkbox"/>
Managing Accounts	<input type="checkbox"/>
<b>ADVANCED TOPICS</b>	
Adding RSS Feeds	<input type="checkbox"/>
Viewing RSS Feeds	<input type="checkbox"/>
Using the Tools Together	<input type="checkbox"/>
Using Outlook Web App	<input type="checkbox"/>
Using Instant Messaging in Outlook	<input type="checkbox"/>
Connecting to Social Networks	<input type="checkbox"/>
Using the Outlook Social Connector	<input type="checkbox"/>

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