



Course Features

- Instructor-led training online
- Custom Multimedia presentations
- Live instructor support
- Live virtual labs
- **Free Upgrades**
- **Money-back guarantee***

Live Instructor Support Package

- Participate in our live technical webinars featuring our in-house instructors.
- Speak off-line directly with our instructors.

Live Classroom Training and Remote Virtual Boot Camps

- Customized training solutions for individuals and organizations. Call for information.

Live Virtual Labs

- Login to a virtual machine and practice with real equipment
- Chat with instructors and other students around the world

Also Available

IT Certification Training Course Library Packages

BUOB's IT Training Course Library Subscriptions offer our entire range of training courses at substantial cost savings.

- CompTIA one-year library
- Microsoft one-year library
- Cisco one-year library
- Complete IT one-year library

BUOB Computer Training™ Virtual Classroom for Microsoft Certified Application Specialist:

Office 2010 Training Course

The **Microsoft Office Specialist (MOS) Training Package** from BUOB Computer Training include expert instructor-led training modules with customized presentations, practice exam simulators and learning supplements for an all-inclusive training program that provides all the benefits of classroom training at your own pace.

BUOB Computer Training's MOS 2010 Training Package includes the following exams:

| | |
|---------------------------|---------------|
| Microsoft Word 2010 | (Exam 77-881) |
| Microsoft Excel 2010 | (Exam 77-882) |
| Microsoft Access 2010 | (Exam 77-885) |
| Microsoft PowerPoint 2010 | (Exam 77-883) |
| Microsoft Outlook 2010 | (Exam 77-884) |

The **Microsoft Office Specialist (MOS) credential**, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand 2010 Microsoft Office system products—Microsoft Office Word 2010, Excel 2010, PowerPoint 2010, Access 2010, and Outlook 2010. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification.

BUOB Computer Training's Office 2010 MOS Certification training courses prepare students for the MOS exams by teaching greater skill mastery in each of the individual Microsoft Office 2010 programs. Candidates must pass one or more certification exams in order to earn the MOS credential. The MOS exams provide a valid and reliable measure of technical proficiency and expertise in Microsoft Office 2010 by evaluating the ability to use the advanced features in the products to solve real-world business problems.

BUOB Computer Training offers individual MOS certification training courses for Access 2010, Excel 2010, Outlook 2010, PowerPoint 2010 and Word 2010. As a Microsoft Certified Partner, you can be certain that BUOB Computer Training's comprehensive MCAS training program will provide you with all the tools necessary to successfully prepare for your MCAS certification exam(s). We guarantee it!

**If you fail the same exam covered by BUOB Computer Training's training on two (2) attempts within 180 days of purchase, a refund will be issued for the corresponding training package.*



COURSE OUTLINE

Outlook 2010

Introduction

- Course Overview
- Setting Up Your E-Mail Account
- Types of E-Mail Accounts
- Section Review

Introducing The Outlook 2010 Interface

- The Interface
- Customizing The Interface
- Keyboard Shortcuts
- Section Review

Working with Outlook Mail Items

- The Mail Module Interface
- Creating Messages
- Formatting
- Sending, Receiving and Opening Messages
- Viewing Conversations and Managing Message Attachments
- Managing the Mail Module View
- Keyboard Shortcuts
- Section Review

Common Outlook Item Actions

- Managing, Creating and Modifying Folders
- Moving and Copying Items
- Deleting Items and Printing Items
- Finding and Searching for Items
- Keyboard Shortcuts
- Section Review

Working With Outlook Calendar Items

- The Calendar Module Interface
- Creating Calendar Items
- Meetings
- Configuring The Calendar Module View
- Sharing Calendar Information
- Managing Calendars
- Keyboard Shortcuts
- Section Review

Working With Contact Items

- Creating Contact Items
- Organizing Contact Items and Communicating with a Contact
- Sending Contact Information and Contact View
- Importing and Exporting Contacts
- Keyboard Shortcuts
- Section Review

Working with Outlook Task Items

- Creating Task Items and Responding to Task Assignments
- Updating Tasks and Removing Task Items
- Configuring the Task Module View
- Keyboard Shortcuts
- Section Review

Organizing Outlook Items

- Categorize Items and Using Conditional Formatting
- Attaching Items, Shortcut Buttons and Using Notes
- Section Review

Advanced Message Management

- Moving Messages and Managing Junk Email
- Managing Messages with Rules
- Using Quick Steps
- Viewing Recipient Information, People Pane and Search Folders
- Message Settings and Delivery Options
- Changing Read and Unread Options and Managing RSS Feeds
- Other Messaging Options
- Section Review

Managing Outlook Data Files

- Setting Up Messaging Accounts
- Configuring the Outlook Today View
- Configuring Multiple Profiles, Email Accounts and Working Offline
- Download Options for Slow Connections and Repairing a .pst File
- Archiving and Cleanup Tools
- Section Review

Security and Privacy

- Securing and Privacy Settings
- Section Review
- Course Overview