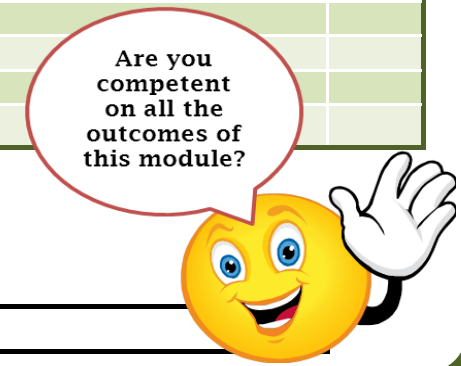


Microsoft Office Outlook 2010 Level 2 - Checklist



Outcomes Achieved	X
Lesson 1: Customising Message Options: Page 2 - 37	
Modify message settings	
Modify delivery options	
Change the message format	
Set the Out of Office Notification	
Create a Contact Group	
Insert Hyperlinks & Quick Steps	
Lesson 2: Organising & Locating Messages: Page 44 - 83	
Sort & Find messages Using Multiple Criteria	
Find messages using instant search	
Filter and organise messages	
Manage Junk Mail	
Lesson 3: Setting Calendar Options: Page 92 - 107	
Set Workdays and time	
Display an additional time zone	
Set Availability options	
Create Calendar Groups	
Manage Automatic Meeting Responses	

Outcomes Achieved	X
Lesson 4: Tracking Activities Using the Journal: Page 114 - 123	
Record a Journal entry automatically	
Record & Modify a Journal entry manually	
Lesson 5: Managing Tasks: Page 128 - 142	
Assign a task	
Reply to a task	
Send a task update	
Track assigned tasks	
Lesson 6: Sharing folder Information: Page 148 - 162	
Specify Folder permissions	
Access another user's folder	
Send Calendar Information in an Email	
Delegate Folder access to users	
Lesson 7: Customising the Outlook Environment: Page 172 - 183	
Customise the Ribbon & Quick Access Toolbar	
Customise the To Do Bar	
Create a folder Home Page	
Final Assessment	



Student Name and Surname:
Identity Number:
Date:

Signed:
