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TRAINING

Microsoft Outlook

Duration: 1 day

Prerequisites

Delegates should have good general PC skills

Our 1-Day Outlook training course takes you through from basic skills to more advanced areas, but more importantly, it shows you exactly how you should be using this remarkable tool. The all-important calendaring and contacts side of Outlook is covered in full. All nooks and crannies are explored so you can take away as little or as much as you want. No prior knowledge of e-mail applications is required.

Objectives

By the end of the Outlook training course, delegates will be able to:

- Create and send messages using Outlook
- Use the Outlook Calendar
- Set up addresses using the Contacts Folder
- Customise Outlook folders

Course Content

Getting Started with Outlook

- Log On to Outlook
- Explore the Outlook Interface
- Send a Simple Message
- Open a Message
- Reply to a Message
- Print a Message
- Delete a Message

Composing Messages

- Address a Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Forward a Message

Organizing Messages

- Open and Save an Attachment
- Flag a Message
- Create a Folder
- Move Messages to a Folder
- Copy Messages to Folders
- Move a Folder
- Delete a Folder

continued...



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Managing Contacts

- Add a Contact
- Sort Contacts
- Find a Contact
- Find the Geographical Location of a Contact
- Edit a Contact
- Send a Contact via Email
- Delete a Contact
- Print Contacts

Scheduling Appointments

- Explore the Outlook Calendar
- Schedule an Appointment
- Assign a Category to an Appointment
- Update Calendar Entries

Scheduling Meetings

- Schedule a Meeting
- Reply to a Meeting Request
- Propose a New Meeting Time
- Track Meeting Responses
- Update a Meeting Request
- Cancel a Meeting Request
- Print the Calendar

Managing Simple Tasks

- Create a Task
- Edit a Task
- Update a Task

Using Notes

- Create a Note
- Edit a Note
- Display a Note on the Desktop



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