

Microsoft Outlook Masterclass Training

What is Outlook Masterclass Training?

Microsoft Outlook Masterclass is a very powerful Personal Information Manager (PIM) designed to save you time and make integrating tasks, email, calendar and contact information simple.

This Microsoft Outlook Masterclass training course will provide you with an understanding of the huge range of features of MS Outlook that relate primarily to the individual user.

Objective

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

- Use Outlook to create and send messages
- Use the Outlook Calendar
- Navigate the Contacts folder & set up addresses
- Create & customise folders

Details

Duration: 1 Day

Who is this course for

For those who want to gain a comprehensive understanding of Outlook whether for work or personal use.