

Microsoft Office Outlook 2013: Level 1

Objectives: You will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

Designed for: This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

Prerequisites: To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders.

Course Content:

Getting Started with Outlook 2013

- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

Composing Messages

- Create an Email Message
- Check Spelling and Grammar
- Format Message Content
- Attach Files and Items
- Enhance an Email Message
- Manage Automatic Message Content

Reading and Responding to Messages

- Customize Reading Options
- Work with Attachments
- Manage your Message Responses

Managing your Messages

- Manage Messages using Tags, Flags and Commands
- Organise Messages using Folders

Managing your Calendar

- View the Calendar
- Manage Appointments
- Manage Meetings
- Print your Calendar

Managing your Contacts

- Create and Update Contacts
- View and Organize Contacts

Working with Tasks and Notes

- Manage Tasks
- Manage Notes

Customizing the Outlook Environment

- Customize the Outlook Interface
- Create and Manage Quick Steps

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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