



Microsoft Office Outlook Level 1



IS THIS FOR YOU?

This course is for anyone who has a basic understanding of Microsoft Windows and wants to know how to use Outlook to manage their time and information.

AIMS AND OBJECTIVES

You will learn how to compose and send emails, schedule appointments and meetings, manage contact information, create tasks and notes.

PRE-REQUISITES

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

ABOUT THIS COURSE

Lesson One – Getting Started with Outlook

- Identify the Elements of the Outlook Interface
- Read an Email message
- Reply to and Forward an Email Message
- Print and Delete an Email Message

Lesson Two – Composing Messages

- Create and Send an Email Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Lesson Three – Organising Messages

- Manage Email Messages
- Create a Folder
- Move Email Messages into Folders
- Open and Save an Attachment

Lesson Four – Managing Contacts

- Add and Update Contacts
- Sort and Find Contacts

Lesson Five – Scheduling Appointments

- Explore the Outlook Calendar
- Schedule and Edit Appointments

Lesson Six – Managing Meetings in Outlook

- Schedule a Meeting
- Reply to a Meeting Request
- Track and Update Scheduled Meetings
- Print the Calendar

Lesson Seven – Managing Tasks and Notes

- Create and Edit a Task
- Create and Edit a Note

COURSE DURATION: 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

020 7256 6668 or email: courses@pitmanlondon.co.uk

www.pitmanlondon.co.uk Salisbury House London Wall London EC2M 5QQ

PITMAN
TRAINING