Microsoft Outlook

This flexible study Outlook course takes you through everything you need to use this popular email system as a work tool, from navigation and views through contacts and appointments, to tasks and folders.
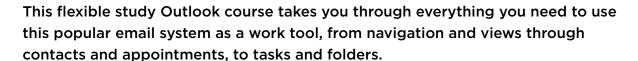
IS THIS FOR YOU?

Many businesses and industries utilise this this popular Microsoft Office programme so it is ideal for anyone who needs to have a good, indepth working knowledge of this software to help maximise efficiency and productivity.

ABOUT THIS COURSE

Condensing a Microsoft Outlook course into around twelve to fourteen hours is the optimum balance of time taken and information given and that's just how we deliver our Microsoft Outlook training.

Of all the Microsoft Outlook courses, we're convinced that this one is the best. In six lessons, we'll take you through everything you need to go to use Outlook as a work tool, from navigation and views through contacts and appointments to tasks and folders. This is MS Outlook training on a self-study basis, so learning is flexible to suit you.

Once this course is complete, you can advance your knowledge of Office still further with our training for Excel and PowerPoint. If you're wanting to maximise your earning and career potential, then consider also our specialist diplomas – they're highly respected by employers.

There are six lessons in our Microsoft Outlook course: -

Lesson One: Starting the Outlook program, the Outlook opening screen, using the navigation pane, collapsing and expanding items, viewing messages in the inbox, previewing message attachments, changing how messages are viewed, deleting a message, the RSS feeds folder, viewing calendar, contacts and tasks, the To Do Bar, using the folder list, exiting the Outlook 2010 program.

Lesson Two: Creating e-mail messages, formatting an e-mail message, using plain text format, applying a page colour, using themes, attaching a file to an e-mail message, attaching an email message to another message, creating and adding signatures, applying send options to messages, inserting a picture in a message and then compressing, saving an attachment, using search, setting flag options, printing an email.

Lesson Three: Creating a new contact, adding a picture to a contact, editing a contact, edit a business card, deleting a contact, sharing contact details using a business card, changing the view of contacts, printing contact information, creating a contact group

Lesson Four: Creating, amending and deleting appointments, using Quick Styles, inviting attendees to a meeting, marking an appointment as private, arranging a meeting, creating recurring appointments and multi day events, scheduling a meeting, cancelling a meeting, using search in the calendar

Lesson Five: Using the To Do Bar to create a task, using the Tasks window to create tasks, marking a task as completed, assigning tasks to others, deleting a task, setting a task as recurring, printing active tasks

Lesson Six: creating folders to manage your email messages, moving messages into folders, using the rules wizard to manage your email messages, restoring deleted items, permanently deleting items, how Outlook data files work, importing a contacts file into Outlook data, exporting an Outlook data file, locating Outlook options.

COURSE DURATION: 12 TO 14 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).

CPD POINTS: 13

(Awarded CPD points upon successful completion).

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

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