



Microsoft Outlook 2016



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 - Including: Starting the Outlook 2016 program, the Outlook opening screen, viewing messages in the inbox, previewing message attachments, changing how messages are viewed, viewing the calendar, using the folder pane, people and tasks.

Lesson Two - Including: Creating and formatting messages, personalising messages, attaching items to a message, creating and adding signatures, sending, replying and forwarding messages, saving attachments, search and flagging messages.

Lesson Three - Including: Viewing and editing an existing contact, creating new contacts, different views and deleting contacts, sharing and printing contact details, creating a contact group.

Lesson Four - Including: Using the calendar, creating, amending and deleting appointments, meeting requests, scheduling appointments, meeting and events, planning, searching and cancelling meetings.

Lesson Five - Including: Creating tasks, different views, assigning a task, deleting tasks and recurring tasks, printing and viewing tasks.

Lesson Six - Including: Creating folders to manage your email messages, 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, tell me what you want to do.

PREREQUISITES

Familiarity with Microsoft Word, ideally Word 2016

COURSE DURATION: AROUND 10-12 HOURS

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



CPD POINTS: 10

(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.**

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

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