

Delivery Method: Instructor-led Classroom Learning

Duration: 1.00 Day(s)

Pre-requisite(s)

This course requires a basic understanding of computers such as basic mouse and keyboard operations, point and click, double-click operations.

Overview:

Students will learn the fundamentals of using Outlook 2003/2007 to coordinate mail, appointments, meetings, tasks and contacts.

Outline:

Getting Started with Outlook	Overview of Outlook
Using Mail	Creating and Sending Messages Acting on Messages Working with Address Books Recalling and Printing
Handling Messages	Message Handling Options Inserting Text into a Message Creating Signatures
Managing Folders	Creating and Using Personal Folders Using the Organise Page
Working with Appointments and Events	Scheduling Appointments Assigning Categories Editing Appointments Inserting Events
Scheduling and Managing Meetings	Creating and Sending Meeting Requests Working with Meeting Requests Managing Meeting Responses
Managing Tasks and Contacts	Managing Tasks Adding and Editing Contacts

Next Steps:

Outlook Intermediate

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