

# MS Outlook 2007 (E-Learning Course)



R 995 Ex VAT



Course time: 177min



License valid for 14 days

## About the Course

This course will demonstrate step-by-step how to use Microsoft Outlook in order to gain scheduling skills, find out what to do when you accidentally send an email to the wrong person, how to create, send, open and reply to emails, how to work the various functions of Outlook (contacts, calendars, tasks) and general email management.

## Who Should Attend

This course is for anyone who wants to use Microsoft Outlook to create, receive and manage e-mails.

## Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Outlook	Outlook is one of the oldest and most widely used e-mail clients available. Discover the basics with this course. At the conclusion of this course you should have: Discovered how to organise your e-mails, learned new scheduling skills, and found out what to do when you accidentally send an e-mail to the wrong person.	90 Minutes
Outlook 2007 Basic	You know what email was first invented for? No, not universities sending data to each other. It was for sharing cat pictures. I know, right? Nowadays, you might need it for work. Use this course to figure out how. Emails are business critical, let's face it. You need to be able to send files, ask questions, and get information about this year's charity bake sale long distance, and sometimes a call just won't cut it. Outlook's a very popular email tool, and it's simple to use, provided you know the basics. This course is here to help you get to grips with those basics, whether you've used email before or not. Topics covered in this course include: Getting to grips with the layout, creating, sending, opening and replying to emails and email management.	37 Minutes
Outlook 2007 Intermediate	"Oh my gosh why do I have to take this course? I send emails all the time!" Course you do. But there's so much more you could be doing. Find out what in this course. Everyone's had an email snafu at one point. Replying to all with something you were only supposed to send to one person. Right? Accidentally typing an email address in wrong and sending something risky to a client who has the same name as your friend? Well, even beyond those mix-ups, there are probably other things you can be doing to make your email system a better place. This course is going to walk you through them. Topics covered in this course include: Calendars, contacts, tasks and organizing and managing outlook.	50 Minutes

*Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.*



(011) 454 5505



info@arcskills.co.za



www.arcskills.co.za / www.cbmtraining.co.za