

# MS Outlook 2010 (E-Learning Course)



R 995 Ex VAT



Course time: 230min



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 attach files and items, how the printing set-up works, 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 2010 Basic	Pull up a pew. Let's talk about Outlook! If you've been living under a rock and don't know it's an intuitive email service that has the function to organise you nicely. Your mail contacts calendars all synced together. So you can schedule your life quite easily. This course will introduce you to this all-under-one-roof program. We guarantee you'll walk away with a much more positive Outlook. Ok sorry for that. But you will get to grips and have an understanding of the essentials. Topics covered in this course include: Outlook essentials, attach files & items, printing an email and using illustrations.	80 Minutes
Outlook 2010 Intermediate	Outlook 2010. Okay - you know how to send an email. You also know how to receive an email. That's brilliant. Congratulations. But now let's get seriously organised! Playtime is over... Let's talk about your contacts your calendars and your tasks. There's much more to Outlook than you realise after all. And we're going to talk you through it. So come join us for a tour of Outlook's deeper functionality and we can way get more out of it. Topics covered in this course include: Calendars contacts & tasks, working with views and getting organised.	60 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.*



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