

# MS Outlook 2013 (E-Learning Course)



R 995 Ex VAT



Course time: 220min



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 2013 Basic	There's no shame in not knowing the basics of email. Outlook is one of the most user-friendly intuitive programs there is for email, so it'll help. This course is here to get you on your way. You can't get far in today's work environment without email. So, rather than try and stumble through, why not get to grips with the basics? It'll really give your efficiency a boost. Even if you know your way around email, and have just never used this platform before, it's really useful info to have at your disposal.	65 Minutes
Outlook 2013 Intermediate	How many times a day do you use email? A handful? A billion? Somewhere in between? As with everything, there may be ways you can be better at it. Let's find out what they are. Even when you've been using email for ages, there's still areas you can get stuck. Maybe someone asks you to do something your not familiar with? Maybe you get new or updated software? You can minimise any potential embarrassment by taking this course. It'll give you a more rounded understanding of the Outlook 2013 email platform that'll make you better able to use email for work.	65 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