



INTRODUCTION TO OUTLOOK

COURSE DURATION: 1 Day

A course designed to get new Outlook users up to speed within the day, whilst introducing existing users to new features and shortcuts that they may not have discovered

PRE-REQUISITES

A knowledge of computers, keyboard and mouse skills.

COURSE OUTLINE

Outlook Essentials

- Starting Outlook
- Exploring the Outlook environment
- Ending an Outlook session
- Printing

Using Outlook for email

- Reading messages
- Sending messages
- Formatting messages
- Adding and opening attachments
- Flagging messages
- Marking the importance of messages
- Forwarding and replying to messages
- Managing messages using folders
- Deleting and restoring messages
- Filtering messages
- The etiquette of email

Using Contacts

- Using a contact list
- Managing contacts
- Using different views

Using Calendar

- Views in Calendar
- Making and modifying appointments
- Managing appointments
- Creating recurring appointments
- Creating all day events
- Deleting appointments

Using Tasks

- Creating tasks
- Using recurring tasks
- Marking a task as completed

Using Notes

- Writing a note
- Editing a note
- Changing note settings

Compatibility with the other Office programs

- Sending a file directly from Word, Excel or PowerPoint through Outlook.

CREATIVITY AND EFFICIENCY

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