



Microsoft Outlook Workshops

Introduction – Outlook Mail & More

Introduction	Microsoft Outlook 2007 - is a tool to help you manage your e-mail, calendar, contacts, and tasks. It is at the centre of not only your communications but also your time-management.
Course Aims	This intensive one-day training course is designed to enable users to utilise the features of Microsoft Outlook 2007 through a series of 'hands on' exercises.
Objectives	To give an insight into the main Outlook features. The knowledge gained will enable delegates to expand knowledge and gain confidence in using Outlook to efficiently and effectively assist in daily tasks.
Designed for	The course is intended for new users of Microsoft Outlook 2007 who want to become productive in the shortest possible time. Delegates should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Outlook is required.
Duration	One day
Topics	Exploring mail, calendar, contacts, tasks & notes Working with the folder list Creating mail messages Formatting and signatures Attaching files to a message Draft messages Message options Out of office options Creating folders, filing and finding messages Creating a distribution list Managing contacts in categories Using and creating different views Using the Calendar to create appointments Creating recurring appointments Setting up an event Dealing with time zones Task list and notes Printing and print preview
Follow up	Intermediate course - Develop your skill (1 day)
Cost	£185 + vat per person (max. 8 persons per course – inclusive of lunch)

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