



# Microsoft Outlook Workshops

## Intermediate – Develop Your Skills

<b>Introduction</b>	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.
<b>Course Aims</b>	This intensive half-day training course is designed to further utilise the features of Microsoft Outlook 2007 through a series of 'hands on' exercises.
<b>Objectives</b>	To consolidate and expand on existing skills and knowledge of Outlook to enable delegates to expand knowledge and gain confidence in using Outlook to efficiently and effectively assist in daily tasks.
<b>Designed for</b>	The course is intended for existing users of Microsoft Outlook 2007. Delegates should be proficient in using a PC with the Microsoft Windows operating system and have a good working knowledge and understanding of the concepts covered in the Introduction course.
<b>Duration</b>	Half day
<b>Topics</b>	Review basics mail, calendar, contacts, tasks & notes Using message options Voting and tracking features Creating Outlook data files Using Outlook contacts in other applications Importing/Exporting data Creating views with filters Giving others permission to access your Outlook Creating rules for mail and junk mail Creating meetings with other users Assigning Tasks to others and monitoring progress Printing
<b>Cost</b>	£95 + vat per person (max. 8 persons per course)

For further information call

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