

Microsoft Outlook



Days of Training: 1

Prerequisites:

The course assumes you know how to use a computer and that you are familiar with Windows. It does not assume that you have used a different version of Outlook or a similar desktop application before.

Audience:

You will benefit most from this course if you want to accomplish basic workplace tasks in Outlook, or if you want to have a solid foundation for continuing to become an Outlook expert.

Course Description:

Our Microsoft Outlook Complete course provides the basic and advanced concepts and skills to be productive with Microsoft Outlook: how to communicate via email messages, organize your contacts, and arrange your schedule. It also covers how to organize Outlook items, use advanced message properties, and collaborate with others.

OUTLINE:

CHAPTER 1: FUNDAMENTALS

- Module A: Getting around
- Module B: Viewing Outlook items

CHAPTER 2: EMAIL BASICS

- Module A: Creating messages
- Module B: Acting on messages
- Module C: Adding content
- Module D: Signatures

CHAPTER 3: CONTACTS

- Module A: Managing contacts
- Module B: Using contact groups
- Module C: Using contact cards

CHAPTER 4: TASKS

- Module A: Creating tasks
- Module B: Managing tasks
- Module C: Assigning tasks

CHAPTER 5: SCHEDULING

- Module A: Appointments
- Module B: Meetings
- Module C: Using the calendar

CHAPTER 6: ORGANIZING OUTLOOK

- Module A: Account management
- Module B: Using folders

- Module C: Categorizing items
- Module D: Searching and filtering
- Module E: Quick steps

CHAPTER 7: ADVANCED EMAIL SETTINGS

- Module A: Message options
- Module B: Customizing message appearance

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