



Versatéo

Software Training solutions

Outlook Level 1 A One-Day Training Course

Course Aims

This one-day training course will teach students how to use the Microsoft Outlook application to store and organize personal and business information. On course completion, students will be able to send and receive e-mail, schedule meetings and appointments, create a list of contacts and manage tasks.

Course Outline

Getting Started with Outlook

Mail Messages

Reading Mail Messages

Organising Mail Folders

Contacts and the Address Books

Calendar

Task List

Making and using Notes

Sharing Data with Outlook and Office

Planning meetings

Printing from Outlook

Customising Toolbars

Using Speedkeys

Using e-mail Properly

Computer Viruses and e-mail

Target Audience

Intending, new or recent Outlook users who need to gain an understanding using the essentials of this electronic desktop information management system in a short space of time.

Assumed Knowledge

You should be familiar with PC's, Windows, the use of a keyboard and a mouse, either gained by previous experience or by attendance on a 'Windows XP/Vista' course.

Knowledge of another Office application may be beneficial.

Training path

Level 1 - New users with little or no experience, using and using e-mail and calendars.

Level 2 - Providing existing users with an understanding of more advanced features.