MS Outlook Advanced (1032)

Duration: ½ Day

Membership: This course is intended for the accomplished users of MS Outlook who are looking to expand their knowledge of the application to a higher level.

Objectives: On completion of this course delegates will be able:

- To use more advanced features of MS Outlook
- To create and modify templates
- To use calendars effectively
- To create and update personal distribution lists
- To use the integrated features of MS Outlook to full advantage (scheduling meetings, managing tasks)
- To connect to other colleagues' calendars

Structure: Each course will consist of 2 sessions divided into modules of work.

Content:

- File attachments
- Recalling mail
- Sorting, filtering, organising mail,
- Personal distribution lists
- Calendars, meetings
- Tasks and reminders

Pre-requisites: Delegates should be confident with the skills covered in our PC Skills (2011) and MS Outlook (1031) courses

Contact:

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