

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who has a basic understanding of Microsoft Windows and wants to know how to use Outlook to manage their time and information.

Aims & Objectives

- You will learn how to compose and send emails, schedule appointments and meetings, manage contact information, create tasks and notes.

Pre-Requisites

- To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer and manage files and folders.

About this Course

Introduction & Workshop Objectives

Lesson One – Getting Started with Outlook

- Identify the Elements of the Outlook Interface
- Read an Email message
- Reply to and Forward an Email Message
- Print and Delete an Email Message

Lesson Two – Composing Messages

- Create and Send an Email Message
- Format a Message
- Check Spelling and Grammar
- Attach a File

Lesson Three – Organising Messages

- Manage Email Messages
- Create a Folder
- Move Email Messages into Folders
- Open and Save an Attachment

Lesson Four – Managing Contacts

- Add and Update Contacts
- Sort and Find Contacts

Lesson Five – Scheduling Appointments

- Explore the Outlook Calendar
- Schedule and Edit Appointments

Lesson Six – Managing Meetings in Outlook

- Schedule a Meeting
- Reply to a Meeting Request
- Track and Update Scheduled Meetings
- Print the Calendar

Lesson Seven – Managing Tasks and Notes

- Create and Edit a Task
- Create and Edit a Note



For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk