



Presentation Software Training

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Microsoft Outlook: Introduction to Intermediate

Overview & objectives

This one-day course is designed to help a delegate to enhance, edit and organise electronic messages. Interesting topics that will be covered: Contacts & Address Book, Calendar, Tasks, Notes and the Journal.

Course Prerequisite

Microsoft Windows

Who should attend?

Any delegate wanting to obtain skills to use basic features of Microsoft Outlook.

Course Outline

This course consists of 7 modules	
Module One	What is MS Outlook?; Starting MS Outlook; The Outlook Window; The Navigation Pane; Select a View / View Bars; Using Outlook Today / Customize Outlook Today; Using Help - Office Assistant; Customize MS Outlook; Set Navigation Pane Contents; Set Advanced Options; Set Security Options; Customize Outlook Toolbars; Create Custom Toolbars
Module Two	Contacts and Address Book; Importing an Old Address List; Adding a Contact; Editing Contact Information; Add a File / Picture; Copy Contacts from E-Mail; Create a Contact from a VCard; Creating a Distribution List; Arrange Contacts by Categories; Find a Contact; Compose a Letter to a Contact; Assigning a Task to a Contact; Print Contact Information
Module Three	Receiving and Handling E-Mail; Check for E-Mail; Reading E-Mail; Filtering out Spam; Mark E-Mail Messages as Read/Unread; Flag Messages with Follow-Up; Add Categories; Find a Message; Archive a Message; Delete a Message; Manage Attachments; Print Messages; Create a Message; Add Carbon & Blind Copies; Formatting Text of a Message; Use Stationery; Attach Files; Sign Messages - Signature; Check Spelling; Reply & Forward Messages; Create a Task from a Mail Message; Voting Buttons
Module Four	Calendar; Moving around the Calendar; Scheduling an Appointment; Scheduling an Event; Scheduling a Meeting; Recurrence; Change an Appointment/Meeting/Event; Change Calendar Settings; Adding Holidays; Printing your Calendar
Module Five	Using Task Lists; Create Tasks; Change a Task; Add a Time Estimate; Make a Task Recurring; Prioritize a Task; Set a Reminder & Category; Mark a Task as Completed; Delete a Task; Categorize Tasks; Task Views; Assigning Tasks; Print a Task; Customize the Tasks Folder; Recording Statistics about a Task
Module Six	Explore Notes; Create a Note; Change & Delete a Note; Categorize Notes; Formatting a Note; Forward a Note; Customize Notes; Printing Notes; Use a Journal; Setting up a Journal; Recording Activities Manually; Change the Journal Entry; Delete a Journal Entry; Viewing Entries in the Journal; Printing the Journal
Module Seven	Saving a Draft; Managing Files & Folders; Deleting/Organizing & Locating Items; Working with Folders; Creating Folders to Organize Items; Add a Shortcut to the Outlook Bar; Deleting/Copying & Moving Items; Organizing Folders (By Folders/By Colour/By Views); Filtering Junk E-Mail; Archiving Importing Items; Sorting; Additional Information - MS Exchange

Additional Information

Duration	1 day
Cost	R915,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards. Accreditation Number - ACC/2007/02/603.