



SELECT TRAINING AND RECRUITMENT LTD

Microsoft Outlook 2007

INTRODUCTION:

The Microsoft Outlook course is designed to introduce the learner to Microsoft Outlook. The skills learned in this course will help the learner to create, navigate and organise documents in Outlook.

In the Microsoft Outlook course, you will learn how to Start Outlook, manage emails, manage folders, manage contacts, set tasks and book appointments.

Skill exercises which aim to consolidate learning by applying the new skills to practical application are provided at the end of each section.

PREREQUISITES:

Students wishing to undertake this course should have a basic understanding of the windows environment.

COURSE AIMS:

To provide an overview and introduction to Microsoft Outlook 2007.

COURSE CONTENT:

Getting Started

Loading Outlook, familiarising one-self with the elements of the screen

Manage Emails

Create emails, address emails, receive emails, reply to emails, forward emails

Manage Contacts

Create, edit and delete contact cards, view contact details, communication options,

Manage Folders

Saving, closing, opening, printing, starting a new document and Exiting Outlook

Set Tasks

Selecting text, changing fonts and font size, working with formatting effects, bold, underline and italics, aligning text, changing line spacing, borders and shading, previewing before print

Book Appointments

Selecting text, changing fonts and font size, working with formatting effects, bold, underline and italics, aligning text, changing line spacing, borders and shading, previewing before print