

Microsoft Outlook

Duration: 1/2 Day

Venue: Cardiff

Book Today Get Organised with MS Outlook

Overview

This training course is designed for those managing and organising e-mail messages, schedules, tasks, notes, contacts, and other information. It will show you how Outlook 2003 innovations can be used to manage your communications, organise your work, and work better with others; all from one place.

Who should attend

Those that need to organise their electronic communications, schedule meetings and tasks. Especially useful for those in an administrative or secretarial role, but equally applicable to any Outlook users.

What's Next

Time Management
Keyboard Skills

Content

Introduction to Outlook 2003

- Different Outlook views
- Use Outlook to maximise your time
- Toolbars
- Manage e-mails: Inbox, Sent & Deleted items
- Open, close and save emails
- Add attachments
- Automatically spell check an email
- Create a signature
- Work with contacts; add / delete / find
- Create and manage Folders

Time Management

- Create and manage folders
- Out of Office Assistant
- Meetings, appointments and events
- Schedule a meeting

Notes, Tasks and Journals

- Tasks—create a 'To Do' list
- Using Notes and Journals

Book Now

02920 440010

training@ecomlearning.co.uk