

MICROSOFT OUTLOOK 2010

LEVEL 1



Target Audience	For people who are new to email, calendaring, and contacts management and need to know how to get up and running quickly and efficiently using Microsoft Outlook 2010.
Overview	This course aims to give the learner the ability to manage email, schedule appointments, and keep track of contact information.
Content	<ul style="list-style-type: none"> • Gain an overview of the benefits of email • Start Outlook 2010 and navigate the various features • Create and send email messages • Receive emails in your inbox • Competently work with file and item attachments within email messages • Work with message flags and reminders • Work effectively with junk email • Work with the calendar feature • Create and work with contacts • Create and work with tasks
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	\$330 (incl GST) per participant (includes training manual)
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	<p>Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au</p>

Contact us to discuss how this course can be customised for your organisation's needs