

MICROSOFT OUTLOOK 2010

LEVEL 2



Target Audience	For people who are keen to use some of the more advanced aspects of Microsoft Outlook 2010.
Overview	This course aims to provide the participants with the ability to manage and organise your email, schedule meetings with colleagues, manage your contact information, and create task requests for others to perform.
Content	<ul style="list-style-type: none"> • Effectively edit email messages • Organise and work with mail folders and use quick steps • Use the search facility to locate messages and other Outlook items • Work with message views • Create and work with colour categories • Use may Outlook features as your work with email messages • Schedule appointments and events in your calendar • Schedule meetings • Monitor and manage your contacts • Create and work with task requests
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