

Microsoft Outlook Intermediate Course Schedule

Unit Standard: 258897: Apply electronic messaging and calendar application

Course Schedule

1. Searching for messages
2. Arranging messages
3. Organising messages by using colour categories
4. Organise messages into folders (creating rules)
5. Archiving messages
6. Using multiple time zones
7. Explore options of printing a calendar
8. Linking to an online calendar
9. Working with multiple calendars
10. Searching for contact information
11. Organising contacts by using colour categories
12. Creating distribution lists
13. Creating additional address books
14. Creating and formatting business graphics
15. Personalising the appearance of messages
16. Adding signatures to messages
17. Scheduling, updating and cancelling meetings
18. Responding to meeting requests
19. Creating a task or an appointment from a message
20. Sending calendar information in an e-mail

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of
submitted POE's @ R250 pp*

Sankin Computer Training