

Microsoft Outlook Introduction Course Schedule

Unit Standard: 116945: Use electronic mail to send and receive messages

Course Schedule

1. Exploring the concepts of email
2. Basics of Sending and Receiving
3. Exploring the Outlook Express Screen
4. Sending a New E-mail
5. Receiving E-mail
6. Formatting Mail Messages
7. Setting the Priority of a Mail Message
8. Managing connections
9. Deleting Messages
10. Replying to an E-mail
11. Sending one E-mail to many more people
12. Forwarding an email Message
13. Copying Information from Emails
14. The Drafts Folder
15. Working with Folders
16. Using the Address Book
17. Working with Attachments
18. Sending and receiving an Attachment

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