

# Outlook

## Course Description

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Outlook is a key communication tool in most companies yet is commonly underutilized and a time hog with too much time spent just responding to email. Learn powerful organizational strategies that can change the way you work and save you hours of time every week. Learn to navigate quickly, and far less, through Outlook and how to create a powerful single page dashboard that will let you strategically manage all your appointments, tasks, email and follow-up calls on a single page. This course maps to the Microsoft MOS Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Outlook Exam.

**Course Fee: \$259 +GST Course Duration: 7 hrs**

## Basic Skills Checklist

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The following list summarizes skills that students will be comfortable with after this course.

- Understand how Outlook is set up and types of information it can track
- Create format and send messages
- Create or modify signatures for e-mail
- Choose customized Outlook settings and views
- Organize and manage messages using quick steps
- Utilize the powerful search tools in Outlook
- Create rules and out of office notices
- Use the To Do bar to manage tasks
- Manage multiple calendars
- Create and organize tasks, appointments, meetings and events
- Create and manage notes, tasks and journals
- Utilize options such as voting buttons, flags or level of importance
- Create contacts and groups

## Course Prerequisites

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The course assumes that students have completed the Microsoft Office Basics course or have equivalent knowledge.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.

