

Microsoft Outlook Advanced Course Schedule

Unit Standard: 258897

Course Schedule

1. Searching for messages
2. Arranging messages
3. Using categories
4. Organise messages into folders (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 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: R890-00

Venues: Our training room or yours

Assessment and moderation of submitted POE's @ R150 pp

Prerequisites: Candidates should be comfortable using the MS Outlook environment

You will learn:

- How to manage and organize messages
- How to use contacts
- How to use the calendar
- Create distribution lists
- How to use Tasks

Candidates who successfully complete a Portfolio of Evidence will receive a



mictseta

Accreditation no: ACC/2012/05/198

Media, Information and Communication Technologies
Sector Education and Training Authority

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