

Microsoft Outlook Intermediate Course Schedule

Unit Standard: 116935

Course Schedule

Introduction to email
Anatomy of an E-Mail Message
Email Addresses
Benefits of email
Legislation relating to emails
Provision of email facilities to employees
Security considerations
Sending Email
The Email Client Window
Managing and organising emails
Organizing and Managing Email
To Create a New Folder
Moving Messages into Personal Folders
Sorting the mail folder
Prioritising the sending of messages
Using the address book facility
Types of address books
Adding Contacts
Deleting Contacts

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R890-00

In our training room or in your venue

*Assessment and moderation of
submitted POE's @ R150 pp*

Prerequisites: Candidates should be comfortable using a mouse and keyboard

You will learn:

- Theory of emails
- SA Laws of emails
- Security and safety of emails
- Managing and organizing emails and contacts

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit



mictseta

Accreditation no: ACC/2012/05/198

Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

Sankin
COMPUTER TRAINING

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