

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
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: R890-00

Venues: Our training room or yours

This course is designed for new users to MS Outlook who have not had any formal training in the MS Outlook environment

Assessment and moderation of submitted POE's @ R150 pp

Prerequisites: Candidates should be comfortable using a mouse and keyboard

You will learn:

- How to get started with MS Outlook
- How to send, receive and print an email
- Organising your folders
- Send, receive and saving attachments

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



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

A decorative graphic element consisting of a curved line with a small circle at the end, positioned below the Sankin logo.