

# OUTLOOK COURSES



## ESSENTIAL SKILLS

For beginners of Outlook; learn the skills required to send emails, selecting recipients, formatting content, and attaching documents; as well as an introduction to the Calendar.

### Level:

For beginners

### Prerequisites:

Basics of Windows (starting a program, maximising/minimising windows, closing a program, using the Windows file explorer).

### Audience:

Most suitable for people who have never or rarely used a messaging system and do not feel comfortable receiving and sending emails.

### Aim:

of this course is to use everyday features of Outlook such as sending and receiving emails, selecting recipients, formatting email content, and attaching documents. We will also introduce the calendar to create appointments.

### Overview:

#### Module 1: The Environment

- Starting Outlook
- Working with Ribbons
- Getting Help
- Navigating within Outlook

#### Module 2: Emails

- Working with Mail
- Creating & Sending Messages
- Enhancing Messages
- Reading & Replying to Messages
- Forwarding Messages
- Deleting Messages
- Printing
- Working with Attachments

#### Module 3: Calendar

- Working with the calendar
- Switching views
- Adding appointments
- Editing and deleting appointments
- Printing a schedule

### Venue:

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Half day course