



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Microsoft Outlook Advanced Course

This comprehensive Outlook Advanced MAC 2011 Course builds on the grounding which was learnt in the Outlook MAC Essentials 2011 course.

The Outlook Advanced 2011 MAC course covers some of the more advanced features and functions of Outlook MAC 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient MAC 2011 Outlook Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formula.

This course will prepare the delegate for more advanced Outlook MAC 2011 courses. The delegate receives an Outlook Advanced 2011 MAC manual and an electronic attendance certificate on completion of the Outlook Advanced 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

How to use this manual
Starting outlook
The outlook screen
Working with the menu
Using the mouse to access the menu
Using the mouse to cancel a pull-down menu
Accessing the full list of menu options
Working with dialogue boxes
Accessing help within dialogue boxes
Using the keyboard within dialogue boxes

Working with help
Using the "ask a question" box
Getting assistance
Printing help topics
Exiting help
Screentips
Creating a numbered list
Adding a horizontal line
Adding a signature block
Flagging a message
Setting miscellaneous message options

TOC Continue...

Using the spell checker
Delivering/receiving messages
Recalling a message (not really possible)
Identifying unread messages
Sorting messages
Finding messages
Cancelling a search
Clearing the search results
Reading messages
Marking messages as being read/unread
Deleting messages
Emptying the deleted items fold
Printing a message
Replying to a message
Forwarding a message
Working with attachments
Attaching a file to a message
Saving an attachment
Opening an attachment
Customizing the view
Saving messages in alternate file formats
Storing messages
Creating folders
Moving a message
Renaming a folder
Deleting a folder
Archiving your messages
Working with events
Creating an event
Renaming an event
Deleting an event
Printing your schedule
Working with notes
Creating a new note
Reading a note
Positioning/sizing the note
Categorizing your notes
Changing the notes view
Deleting a note
Working with a task list

Adding a quick task
Editing a task
Assigning a task
Responding to a task request
Changing the task list view
Creating tasks from other objects
Changing the column width
Sorting tasks
Rearranging columns
Completing tasks
Deleting tasks
Undeleting a task
Recurring tasks
Navigating within outlook
Working with mail
Sizing the window pane
Creating a message
Selecting multiple addresses
Typing your message
Deleting text
Undoing a deletion
Setting a priority
Enhancing your message
Changing the message format
Assigning a new font
Turning attributes on/off
Changing justification
Changing the colour of the font
Changing line spacing
Indenting paragraphs
Automatically archiving messages
Manually configure individual folders
Using rules to organize messages
Creating a rule
Colour-coding messages
Creating advanced rules
Working with the address book
Adding a contact
Opening the address book

TOC Continue...

Changing the properties of an address
Deleting a user
Creating a mailing list
Removing a member from the list
Updating the distribution list
Closing the address book window
Cleaning up your mailbox
Handling junk e-mail
Customizing the junk e-mail settings
Using emoticons
Using acronyms
Working with the calendar
Switching to monthly view
Adding appointments
Editing an appointment
Categorizing an appointment
Changing an appointment's
starting/ending time
Moving an appointment
Recurring appointments
Scheduling a tentative appointment
Deleting an appointment
Undeleting an appointment
Acknowledging a reminder

Grouping tasks
Removing a group
Creating sub-groups
Filtering tasks
Working with a contact list
Adding a contact
Organizing the contact list
Sorting contacts
Grouping contacts
Deleting a contact
Undeleting a contact
Creating sub-groups
Sending contact information via e-mail
Saving a vcard
Working with your journal
Adding a journal entry
Viewing a journal entry
Editing a journal entry
Grouping journal entries
Switching journal views
Scheduling a meeting
responding to a meeting request
Tracking meeting requests
Changing outlook options

OFFSITE, OUR VENUE, prices from R 2295 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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