



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 - 2016 Microsoft Outlook Advanced Course

This comprehensive Outlook Advanced 2016 course builds on the grounding which was learnt in the Outlook Essentials 2016 course. The Outlook Advanced 2016 Course covers some of the most advanced features and functions of Outlook 2016.

This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient 2016 Outlook Advanced skills to create sophisticated analytical spreadsheets and master intricate advanced formulae.

This course will prepare the delegate for more advanced Outlook 2016 courses. The delegate receives an Outlook Advanced 2016 manual and an electronic attendance certificate on completion of the Outlook Advanced 2016 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@colleageafricagroup.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

TOC Continue...

Flagging a message
Setting miscellaneous message options
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
Changing the properties of an address

TOC Continue...

Deleting a user	Removing a group
Creating a mailing list	Creating sub-groups
Removing a member from the list	Filtering tasks
Updating the distribution list	Working with a contact list
Closing the address book window	Adding a contact
Cleaning up your mailbox	Organizing the contact list
Handling junk e-mail	Sorting contacts
Customizing the junk e-mail settings	Grouping contacts
Using emoticons	Deleting a contact
Using acronyms	Undeleting a contact
Working with the calendar	Creating sub-groups
Switching to monthly view	Sending contact information via e-mail
Adding appointments	Saving a vcard
Editing an appointment	Working with your journal
Categorizing an appointment	Adding a journal entry
Changing an appointment's starting/ending time	Viewing a journal entry
Moving an appointment	Editing a journal entry
Recurring appointments	Grouping journal entries
Scheduling a tentative appointment	Switching journal views
Deleting an appointment	Scheduling a meeting
Undeleting an appointment	responding to a meeting request
Acknowledging a reminder	Tracking meeting requests
Grouping tasks	Changing outlook options

OFFSITE, OUR VENUE, prices from R 2195 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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EBOOKS AND ONLINE TRAINING

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Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



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