



MICT SETA accredited ACC/2011/07/066 Est. October 2003

## **College Africa Group – Outlook Basic**

Microsoft Outlook is a software program that helps you manage your messages, your time, and your documents. Every day you have a variety of appointments and tasks, you send and receive messages, you open and close documents, you make notes, you call your colleagues and contacts, and you manage your files.

This course covers the introduction to MS Outlook features. This is an intense one day course which will provide the delegate with essentials skills to work proficiently with Outlook. The delegate receives a manual and an electronic attendance certificate.

### **Outlook Essentials**

- Get Started with Outlook
- Get Help
- Print Documents
- End an Outlook Session

### **Communicating with Mail**

- Use the Inbox
- Understanding the Ribbon
- Compose a New Message
- Forward and Reply to Messages
- Manage Messages Using Folders

### **Organising Contacts**

- Create a Contact List
- Manage Contacts

### **Scheduling with Calendar**

- Navigating in Calendar
- Making and Moving Appointments
- Managing Appointments

### **Tasks**

- Work with Tasks
- Manage Tasks

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