Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

99,00 €

PRICE INCL. VAT

121,77 €

including 23 % VAT

PDF SYLLABUS

Outlook 1 - Basics

Clear overview of course topics, training scope and key information.

Course participants will learn to use this program for e-mail communication, organizing information and their time.

COURSE CONTENT

01 Possibilities and Use of Microsoft Outlook

Introduction to Microsoft Outlook.
Working with Outlook Today.
Parts of the program window.
Working with folders.

02 Microsoft Outlook E-mail

Receiving, displaying and printing new messages.
Replying to a message.
Forwarding a message.
Working with attachments.
Message format.
Inserting signatures.
Setting rules for sending messages.
Sorting received mail.

03 MS Outlook Address Book

Displaying, description of possible address books, searching.
Creating new records and distribution lists.
Contacts (inserting, editing, customizing the contacts folder, using visitcard).

04 MS Outlook Calendar

Planning.
Displaying a meeting, event reminders.

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05

Tasks in MS Outlook

Entering.
Editing, checking.
Assigning, deleting.

06

Notes

Working with MS Outlook Journal.
Working with notes.
Discussion.
Conclusion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/outlook-basics