

Microsoft Office Outlook 2010: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

You will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

Who Needs To Attend

This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

Prerequisites

To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically, you should be able to launch and close programs; navigate to information stored on a computer; and manage files and folders. To ensure your success, we recommend that you first take one of the introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1 or;
- Windows XP: Introduction

Course Fee

\$245

Level 2 - Course Description

You will customize the Outlook environment, calendar, and mail messages, and will also track, share, assign, and quickly locate various Outlook items.

Who Needs To Attend

This course is designed for experienced Outlook users who need to customize their Outlook environment, calendar, and email messages and who wish to track, share, assign, and locate various Outlook items.

Prerequisites

Before taking this course, it is recommended that students take the following courses or possess equivalent knowledge of Microsoft Office Outlook 2010: Level 1, and a choice of operating systems. Prerequisite courses include:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2

Course Fee

\$245

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