



## Training Course Information

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<b>Course Name:</b>	An Introduction to Outlook 2010
<b>Course Overview:</b>	This course is an introduction to Microsoft Outlook 2010 and covers the basic features of the program.
<b>Topics Include:</b>	<ul style="list-style-type: none"><li>• Outlook Interface</li><li>• Sending Emails</li><li>• Reply &amp; Forward Emails</li><li>• Send Emails to Multiple Recipients</li><li>• Draft Emails</li><li>• Spell Check Emails</li><li>• Formatting Emails</li><li>• Attachments</li><li>• Organise your Contacts</li></ul>
<b>Pre-Requisites:</b>	Basic computing knowledge
<b>What's Next?</b>	Outlook 2010 Basics
<b>Note:</b>	Each course can be tailored and/or combined with other courses to suit the client's needs.