



Training Course Information

Course Name:	Outlook 2010 Basics – The Next Step
Course Overview:	This course continues to cover the basic features and uses of Outlook 2010.
Topics Include:	<ul style="list-style-type: none">• Notes• Tasks• Calendar• Tracking Emails• To-Do Bar
Pre-Requisites:	Outlook 2010 Basics or equivalent knowledge
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.