

Training Course Information

Course Name: Outlook 2010 Basics

Course Overview: This course continues to cover the basic features and uses of Microsoft Office 2010. Learn more about emails and how to customise them to suit your needs.

Topics Include:

- Email Types
- View Modes
- Folders
- Email Signatures
- Levels of Importance
- Outlook Today
- Printing

Pre-Requisites: An Introduction to Outlook 2010 or equivalent knowledge

What's Next? Outlook 2010 Basics – The Next Step

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.