



Training Course Information

Course Name:	An Introduction to Outlook 2007
Course Overview:	This course is an introduction to Microsoft Outlook 2007 and covers the basic features of the program.
Topics Include:	<ul style="list-style-type: none">• Outlook Interface• Sending Emails• Reply & Forward Emails• Send Emails to Multiple Recipients• Draft Emails• Spell Check Emails• Formatting Emails• Attachments• Organise your Contacts
Pre-Requisites:	Basic computing knowledge
What's Next?	Outlook 2007 Basics
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.