



## Training Course Information

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**Course Name:** Outlook 2007 Basics – The Next Step

**Course Overview:** This course continues to cover the basic features and uses of Outlook 2007.

**Topics Include:**

- Notes
- Tasks
- Calendar
- Tracking Emails
- To-Do Bar

**Pre-Requisites:** Outlook 2007 Basics or equivalent knowledge

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