

## Training Course Information

---

<b>Course Name:</b>	An Introduction to Outlook 2003
<b>Course Overview:</b>	This course focuses on Microsoft Outlook 2003 and its many features. This course is for beginners, and for users who wish to learn more about this program.
<b>Topics Include:</b>	<ul style="list-style-type: none"><li>• Getting Started</li><li>• Send/Receive Emails</li><li>• Email Features</li><li>• Formatting</li><li>• Saving Emails</li><li>• Folders</li><li>• Organisation</li><li>• Contacts</li></ul>
<b>Pre-Requisites:</b>	Basic computing knowledge
<b>What's Next?</b>	Outlook 2003 Basics
<b>Note:</b>	Each course can be tailored and/or combined with other courses to suit the client's needs.