

Training Course Information

Course Name: Outlook 2003 Basics

Course Overview: This course focuses on more of the programs basic features, including how to use the calendar and how to better utilize emails.

Topics Include:

- Signatures
- Attachments
- Levels of Importance
- Calendar
- Tasks
- Notes
- View Modes
- Additional Options
- Printing

Pre-Requisites: An Introduction to Outlook 2003 or equivalent knowledge.

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