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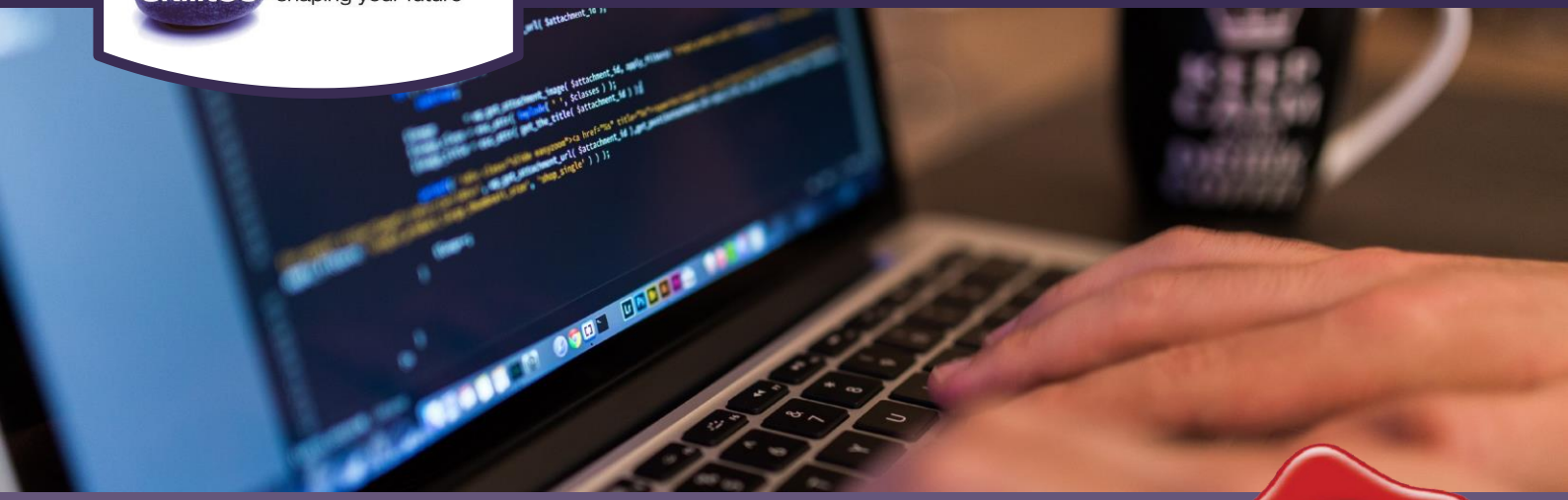

Microsoft Outlook 2016 Level 1

DURATION
1 Day

COURSE OVERVIEW
You will use Outlook to compose, send, receive and organise email

TARGET AUDIENCE
This course is intended for people who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information

LEARNING OBJECTIVES
On completion of this course, you will be able to:

- Navigate the PowerPoint programme.
- Create and format slides and presentations.
- Insert and create tables, illustrations, charts and videos.
- Understand the slide masters.
- Use proofing and printing options.

PRE-REQUISITES
To be successful in this course, you should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically , you should be able to launch and close programs, navigate to information stored on a computer and manage files and folders.

COURSE CONTENTS

- Outlook setup and configuration.
- First look at Outlook.
- Terminology and concepts.
- Security issues.
- Sending messages.
- Receiving, reading and replying to messages.
- Manipulating text and files.
- Contacts
- Organising Mail
- Customising Outlook.