

Gearing You For Growth

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Microsoft Outlook 2013 (Level 1)

Course Overview

Email has become one of the most widely used methods of communication. In most organizations, email is the preferred form of communicating information amongst employees.

As email grows in popularity and use, most organisations have found the need to implement a corporate mail management system such as Microsoft Office Outlook to handle the emails and meeting invitations sent among employees.

In this course, you will explore the Outlook interface and will be able to use Outlook to:

- Manage all aspects of email communications.
- Use the Outlook calendar to manage appointments and meetings.
- Use Outlook's People workspace to manage your contact information.
- Create Tasks and Notes for yourself in Outlook.
- Customise the Outlook interface to serve your own personal needs.

This course is the first in a series of two Microsoft Office Outlook 2013 courses. It will provide you with the basic skills you need to start using Outlook 2013 to manage your email communications, calendar events, contact information, tasks, and notes.

Target Audience

This course is intended for delegates who have a basic understanding of Microsoft Windows and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information and other communication tasks.

Prerequisites

To ensure success, delegates should be familiar with using personal computers, have experience using a keyboard and mouse. Delegates should be computer literate. Specific tasks the delegates should be able to perform include launching and closing applications, navigating basic file structures, and managing files and folders.

Duration

- 1 Day



Course Outline

Module 1: Getting started with Outlook 2013

- Navigate the Outlook interface.
- Perform basic email functions.
- Use Outlook help.

Module 2: Composing messages

- Create an email message.
- Check spelling and grammar.
- Format message content.
- Attach files and items.
- Enhance an email message.
- Manage automatic message content.

Module 3: Reading and responding to messages

- Customize reading options.
- Work with attachments.
- Manage your message responses.

Module 4: Managing your messages

- Manage messages using tags, flags, and commands.
- Organize messages using folders.

Module 5: Managing your calendar

- View the calendar.
- Manage appointments.
- Manage meetings.
- Print your calendar.

Module 6: Managing your contacts

- Create and update contacts.
- View and organize contacts.

Module 7: Working with tasks and notes

- Manage tasks.
- Manage notes.

Module 8: Customizing the Outlook environment

- Customize the Outlook interface.
- Create and manage quick steps.