



Microsoft Outlook Essentials

What you'll learn

- ✓ Starting Out in Microsoft Outlook
- ✓ Understanding and Customizing the Outlook Interface
- ✓ Sending E-Mail
- ✓ Information Management
- ✓ Organising Your E-mail

What does our Outlook Essentials course cover?

Use the Full Features of Microsoft Outlook

This course is for anyone who is new to Microsoft Outlook, and wants to use the software properly. It's also great for people who are using Outlook, but are only using some of its features - usually just email.






You don't need any experience of using Outlook, though you do need to be able to use a PC with Microsoft Windows.

This Microsoft Outlook skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft outlook skills?

Course content for Microsoft Outlook Essentials

1		1 - Starting Out in Microsoft Outlook <ul style="list-style-type: none">» Getting Started with Outlook» Receiving Email» Editing Email Messages» Printing Email Messages» Getting Help in Outlook
2		2 - Understanding and Customizing the Outlook Interface <ul style="list-style-type: none">» Getting Acquainted with the Interface» Using the Outlook Panes» The Quick Access Toolbar» Tabs and Groups» Customizing the Ribbon
3		3 - Sending E-Mail <ul style="list-style-type: none">» Composing E-Mail» Answering Mail» Doing More with E-Mail» Using Viewing Tools» Using the Drafts Folder
4		4 - Information Management <ul style="list-style-type: none">» The Calendar» The Contacts Folder» The Tasks Folder
5		5 - Organising Your E-mail <ul style="list-style-type: none">» Managing Folders» Using Rules and Cleanup Tools» Using Quick Steps» Configuring Categories» Managing Junk Mail

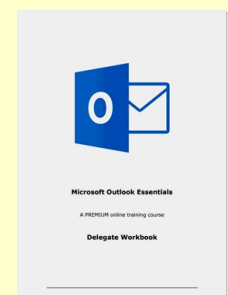
And There's a Great Workbook...

How about realizing your **full potential**?

Choose the **Development** course option and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Outlook Essentials course

Getting More out of Using Microsoft Outlook

Learn how Outlook is more than an email client: it's a way of organizing your working life!

Most people only use a small part of what Outlook can do. They'll use it for email, but then use other software to do things that Outlook can do anyway.

So our course teaches you how to use Outlook properly. Yes, it fully covers email: sending, receiving and organizing your mail into folders, and creating automated rules.

But it also shows you how to use Outlook's Calendar as a diary and as a schedule of meetings. We show you how to use the Tasks folder. And you'll learn how to use the Contacts folder so all this information is together in one secure place.

You will now have a great foundation for using Outlook to not only communicate using email, but also to organize much of your life!

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development.

ZandaX

ZandaX – Change Your Life ... Today

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