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Course information from ZandaX

## Microsoft Outlook 2013/2016 Essentials

**A premier Microsoft Outlook training course from ZandaX**

Course duration: 2 hours 5 minutes of highly focused content (Revisit, review and revise as often as you want)

### 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?

#### Microsoft Outlook is More Than an Email Tool

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.

It shows you how to deal with and manage emails, but it also takes you on to organizing your communications with Contacts, Calendar and Tasks.

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?

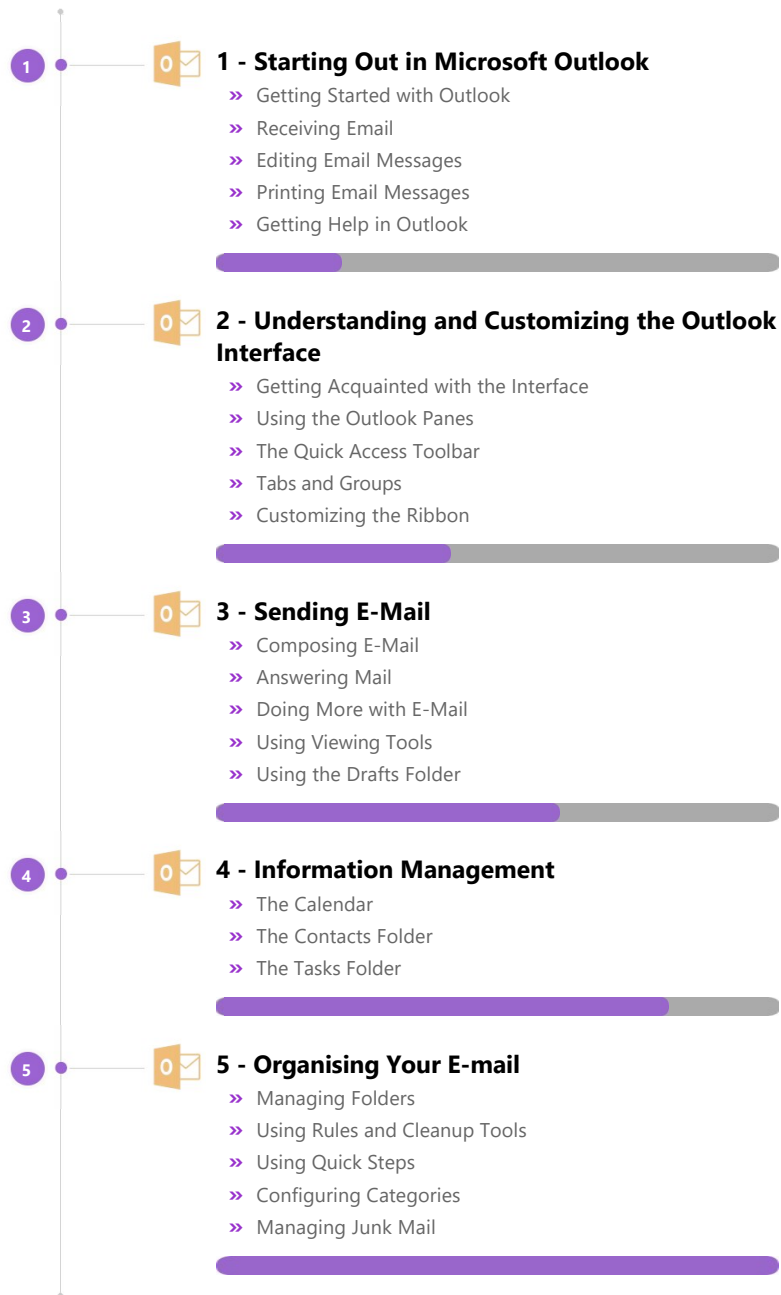
### Course requirements

You should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Outlook is required.

### Who's this course for?

Anyone, at any level of the organisation, who wishes to understand best practice in email management with Microsoft Outlook, and who also wants to use the application to assist with the organisation of their working activity.

## Course content for Microsoft Outlook 2013/2016 Essentials



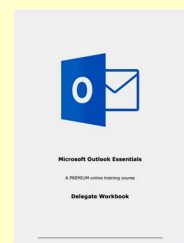
### And There's a Great Workbook...

How about realizing your **full potential**?

The course comes with a 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 2013/2016 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 format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

You also get a comprehensive workbook, with exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

### View this course online

Visit our website at [www.zandax.com/courses/outlook-essentials](http://www.zandax.com/courses/outlook-essentials) to view the latest details, including related courses, prices and quantity discounts.

**ZandaX**

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