

MS Outlook: Getting Things Done with Outlook

Based on SAQA's Unit Standard 116935, NQF Level 2, 2 Credits, US 116945, NQF Level 2, 2 Credits, US 258897, NQF Level 2, 2 Credits and US 114984, NQF Level 3, 2 Credits

Introduction

This highly practical one-day course covers all the basics of Microsoft Outlook – creating and sending mail, managing your address book, inserting text, creating signatures, managing folders, working with appointments and events and even managing meetings and tasks.

If you would like to be more organised, save time and be super efficient, this course is for you! Learn how to sort, find and filter messages, customise menus and toolbars, work with contacts, the journal and notes, use templates and forms and integrate Outlook components and other Office applications!

Course Outline

- What is Outlook?
- Getting Assistance with Outlook
- Creating Effective Mail Messages
- Reading Mail Messages
- Organising Mail and Mail Folders
- Find a message
- Working with Contacts and Address Book
- Managing and Finding Contacts
- Printing Emails and Contacts
- Understand Archiving
- Use Third Party Software
- Working with the Calendar
- Planning Meetings
- Managing the Calendar
- The Task List
- Making Notes
- Printing Calendar Items, Tasks and Note
- Outlook Today