MICROSOFT OUTLOOK 2013 ESSENTIALS

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COURSE LENGTH: 1.0 DAYS

MS Outlook 2013 provides you the ability to manage, organise and plan your communication strategy in the most efficient manner possible.

The PD Training Microsoft Outlook 2013 Essentials Training Course provides you with the knowledge and skill building in each of the primary functions of Outlook 2013 such as email management, search, using interface functions, use of contact lists, email generation and management and more. This entry level course provides you with a solid foundation in Outlook 2013 and empowers you to use it effectively to manage your tasks and communication.

This highly valuable and practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

Contact us today for a group quote.
MICROSOFT OUTLOOK 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

During this training course, participants gain knowledge and skills in using Outlook 2013. The essential training course is designed for beginners where they receive training in using the basic functions of the application including the new features.

The comprehensive course provides learning in an easy-to-understand and effective manner, which helps them to learn and apply the knowledge easily. Outlook 2013 Essentials Training Course includes lesson in organising messages in folders, setting up an email account, sending emails, reading and working with messages, using the task list, using the Outlook interface and more.

OUTCOMES

Outlook 2013 has a new improved user interface and more powerful search tools. After this extensive training course, participants will have developed skills in using the basic functions and new functions of Outlook 2013, so that they can effortlessly use the application to fulfill tasks.

After completing this course, participants will have learned to:

- Use backstage view
- Send feedback
- Understand the ribbon and the status bar
- Use the to-do bar
- Peek at other modes
- Use folder pane and the message list
- Preview messages
- Sort, filter, and group messages
- Work with attachments
- Use inline replies
- Ignore email and delete messages
- Create and manage emails
- Search for items
- Use calendar and tasks
- Create, edit and organise contacts

MODULES
Lesson 11: Creating a New E-mail

- Creating an E-mail
- Addressing an E-mail
- Attaching a File
- Sending the Message
- Lesson Six: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- View this course online
- In-house Training Instant Quote