



Skills for Business

Microsoft Outlook 2010 Introduction

Course Description

This is a 1 day course aimed at those who are new to Outlook. The elements covered include:

- ◆ A First Look at Outlook 2010
- ◆ Email Concepts
- ◆ Sending Messages
- ◆ Manipulating Messages
- ◆ Manipulating Text & Files
- ◆ Contacts
- ◆ Organising Mail
- ◆ Customising Outlook 2010

Who Should Attend?

Anyone who wants to use and get the most from Outlook and has no previous experience of the software.

What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk