



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. We have developed a series of Microsoft Outlook Half Day Courses so that your teams can learn what they need in half day bursts.

Courses run at your premises and on your own computers.

Who should attend?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers, Office Assistants and anyone who needs to use Microsoft Outlook on a daily basis to manage their email, calendar and tasks

Requirements

Attendees must be confident using the keyboard and mouse.

Aim

By the end of the course you will be able to manage your inbox and calendar and keep track of your tasks.

What will I learn?

In particular you will be able to:

- The Ribbon and Quick Access Toolbar
- The To Do Bar
- Quicksteps
- File your email
- Preview Attachments
- Reply to an email with a meeting
- Search Folders

- Instant Search
- Add voting buttons to an email
- Drag and drop between sections of Outlook
- Invite people to a meeting
- Calendar Overlay
- Create a contact group
- Tasks and To Do Items

Session 1

- The Ribbon and Quick Access Toolbar
- The To Do Bar
- Filing your email
- Quicksteps
- Preview Attachments
- Reply with a meeting
- Send a copy of your calendar

Session 2

- Add voting buttons
- Drag and drop
- The Calendar
- Calendar Overlay
- Create an appointment and a meeting
- Scheduling Assistant
- Contacts
- Create a contact group
- Tasks and To Do items



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com