



MS Outlook Intermediate and Advanced

Training Course	MS Outlook Intermediate and Advanced
Course Language	Bilingual
Course Duration	Total Number of hours 15 Hours
Course Objectives	<p>This course is aimed for participants who have basic knowledge of computer skills. Upon on completion a successful candidates will be able to reduce hours of repetitive work by setting up rules and search folders to automate email, manage your calendar and to-do lists, manage emails and scheduling with ease, and organize your contacts as well as configure mail accounts, perform advanced searches, control spam with filters.</p>
Course Content	<p>Course Key Topic Area Includes:</p> <p>This course sets out intermediate skills that can be used to Improve productivity using a outlook application.</p> <ul style="list-style-type: none">• Customize Outlook settings• Manage, ,search, Format, and organize messages• Modifying Messages and Setting Global Options• Print and save information in Outlook• Create and manage calendars• Create appointments, meetings, and events• Manage contacts and groups



Course Content

- Managing Your Mailbox
- Automating Message Management
- Managing Activities by Using Tasks
- Sharing Workspaces with Others
- Managing Outlook Data File

Learning Outcomes

At the end of the program the trainees will be able to:

- Understand the key concepts of outlook.
- Use available outlook features ,resources and shortcuts to enhance productivity
- Recognize good practice in messages, calendars, meetings, events, and rules.
- Apply a range of settings and customization.

Target Audience

Any person having basic knowledge of Computer.

Course Material /Technology used/ Details Relevant to the course.

- Course Handouts containing the discussed topics with examples will be given to attendants before and during the training sessions
- Attendants will also get the example files used during the course.
- All sessions will be accompanied by practical exercises on outlook 2016 or higher.