Outlook 2007: Essential Skills

(A 4-hour Program)

Develop your competence in Outlook by learning the fundamental skills!! Learn to create and format content in Outlook 2007. If you have never worked with the Microsoft Outlook program or just need to sharpen your skills, give us 4 hours and we will show you the essential features that make Outlook a valuable resource.

Course Content

- **An Overview of Outlook 2007**

- **Getting Started in Outlook**

- **Receiving and Handling E-Mail**

- **Creating and Sending E-Mail**

- **Managing Contacts**

- **Scheduling and the Calendar**

- **Using Task Lists**

- **Using a Journal and Making Notes**

- **Managing Files and Folders**

Maximum No. of Participants: 8