

MS Outlook

Very few people know how to use a PC to its full advantage. More surprisingly, there are many of us that use the same Microsoft packages every day and still do not tap into its full potential. This is why at t2, we have devised a range of courses allowing us to provide the most accurate and beneficial Microsoft training for each individuals ability.

This course moves through the very basics and progresses to teach the users how to exploit the most productive elements of the software; making the need for additional advanced training a requirement only for the more specialist Administrative user.

course details

Course Duration

One Day

Course Cost

£950

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue.

Participant Profile

This course is aimed at:

- Anyone who is proficient with basic Mouse, Keyboard and Windows Skills

Key Topics

Participants will cover:

- Working with Outlook items
- Using the journal, notes folder, contacts folder and Outlook today
- Using the Inbox to manage messages
- Managing your disk files and folders
- Using the calendar
- Customising Outlook

Course Benefits

On completion of this course participants will understand:

- How to identify and describe component features that collectively make up Outlook
- How to create, send, receive and amend a series of Outlook elements including notes, emails, meetings and tasks
- The collection of tools available in Outlook as an organisational management system

client testimonial



A very good course providing a good insight into Microsoft packages. It was a worthwhile course in a friendly atmosphere providing excellent information.

Jamie Stewart, **Paradigm**

You may also be interested in...

MS Word

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Word to enhance day-to-day capabilities.

MS Project

Design to help you learn how to solve typical project and business problems using the planning, control and progression features of MS Project.