PuterCom
Corporate onsite Training

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Microsoft Outlook 2016 Level 2

Brief description & Course outline

The skills and knowledge acquired in ***Microsoft Outlook 2016 - Level 2*** are sufficient to be able to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, create task requests for others to perform and much more.

At the completion of this course you should be able to:

- effectively edit email messages
- organise and work with mail folders and use quick steps
- use the search facilities to locate messages and other Outlook items
- work with message views
- create and work with colour categories
- create and use rules to manage your email messages
- use many Outlook features as you work with email messages
- schedule appointments and events in your calendar
- schedule meetings using Outlook
- monitor and manage your contacts within Outlook
- create and work with task requests

Microsoft Outlook 2016 - Level 2 assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets - 116 topics

Methodology - The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products - There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at ***www.watsoniapublishing.com***.

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