

Microsoft Outlook 2003 Basics (Email and Contacts)

Who is this course for?

This course introduces the student to Microsoft Outlook 2003 as it is used in a business environment. (Note this is different from Outlook Express which is often used on home computers.) It gives an overview of the entire Outlook “desktop” and then concentrates on the two most important features – email and the calendar.

Duration:	3 hours
Time:	9:00 am to 12:00 pm
Cost:	\$132.00
Class size:	Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention
Includes:	Course manual and morning tea
Certificate:	A Certificate of Attendance is provided on completion



What will you learn in this course?

- email
 - creating and sending a message
 - receiving, replying, forwarding, printing
 - CC, BCC
 - receiving and viewing attachments
 - saving and printing attachments
 - sending attachments
 - junk email and viruses
- deleted items folder and deleting permanently
- sent items folder
- contacts
 - creating a contact
 - editing contact details
 - contacts and email
 - printing a contact list

Charge for assessment: \$50.00

To register, please complete a Course Registration Form.

Available from:

www.hb.net.au

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