# Microsoft Outlook for Office Training

Duration: **1 Day**

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Microsoft Outlook is the most commonly used communication and diary tool in the world. Many people use it without ever being properly trained in its use. Many people are thrown in at the deep end when expected to suddenly use computers for electronic communication, sometimes with little or no expertise to call on.

QA's own written in-house course is for just these people. For complete novices or seasoned users wishing to learn the 'bits' they've never had time to find for themselves... this 1-day course is for you.

The list of topics is fully customisable for single customer dedicated events and can therefore be tailored to exact needs.

This course is suitable for users of Microsoft Outlook versions 2010, 2013, 2016 or 2019. If you're attending at a QA location, the course will be delivered on Microsoft Outlook 2016.

## Prerequisites

Before attending this course, delegates should be comfortable with navigating a Windows environment and using a Mouse and Keyboard. They DO NOT necessarily need to have used Microsoft Outlook before, although general knowledge of using an email system and/or electronic communication systems is desirable.

Dual monitor setup is required for when attending this course via the QA Attend from Anywhere delivery method.

**Target Audience**

Anyone wishing to learn the skills of Microsoft Outlook for use with any version from and including Microsoft Outlook 2010 to the most up-to-date version.
It is suited to anyone from complete novice to self-taught user of many years looking to work smarter with the world's most popular electronic communication and diary software.

Please note, this course will include topics of a basic nature right up to obscure options and some advanced techniques.

## What You Will Learn

Attendees will learn how to:

- Create emails and email content to an advanced standard
- Modify various options to improve use of email and Outlook in general
- Store and locate email in smart, efficient ways
- Use the Calendar to manage their own schedules and those of others
- Create and manage meeting invites
- Create, manage and assign Tasks
- Work with Contacts and Notes

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