

## MS Outlook (code: Outlook)

compliant with: Learn Microsoft Outlook 2010 Step by Step, Level 2  
(compliant with MS 50536)

### Overview

The course provides students with an overview of the features and functions of the program including modules: Mail, Calendar, Contacts, Tasks, and Journal. Best practices and mail savoir-faire. Students practice every subject in hands-on lab.

**Microsoft Certificate:** for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important:** authorization is available for on-demand training courses only.

### Duration

1 day

### Agenda

1. Working with e-mails
  - Sending, receiving, replaying and forwarding messages.
  - Managing folders and organizing messages in folders.
  - Browsing messages - grouping, filtering, sorting.
  - Searching for information.
  - Understanding views.
  - Best practices and etiquette.
2. Managing contacts.
3. Using calendars.
  - Managing appointments, meetings, and cyclic events
  - Managing free time.
  - Setting meeting location.
  - Archiving.
4. Journal.
  - Creating entries.
  - Recording activities on Office documents (Word, Excel, PowerPoint, Access)
  - Recording activities on messages, tasks, meetings
  - Adding activities manually. Recording duration.
  - Reporting.
5. Working with tasks.
  - Creating a new task.
  - Assigning tasks to other user. Accepting and completing tasks.
  - Setting up repeating tasks.
  - Managing tasks. Reporting.
  - Integration with journal.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

### Ask for details

Phone +44 203 608 6289

info@alx.training

## Target audience and prerequisites

The course is intended for everyday MS Outlook users, who want to utilize the powerful features the program offers instead of simply using it to receive and send e-mails.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.

## Ask for details

Phone +44 203 608 6289  
info@alx.training

## Certificates

Course participants receive completion certificates signed by ALX.

## Locations

- Online (English) – your home, office or wherever you want
- Warsaw (English) – Jasna 14/16A
- any other location (London, UK, EU) on request

## Price

170 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.