

Outlook 2003

Course length: 4-5 hours*

Course Code: 103083BT009

This course helps you to organise e-mails, calendars, contacts and task lists simply and efficiently. It has been developed for new users of Microsoft Outlook 2003 or for users upgrading from Outlook 2000 or 2002 who are keen to learn more about the new features and functionality of the 2003 software.

Benefits for the Learner

This course will help you to use all the tools provided within Microsoft Outlook 2003 to improve communications, optimise time management and organise business schedules for maximum efficiency.

You'll be shown how to send and receive e-mails, how to work with Outlook Calendar to manage schedules and arrange meetings, how to create contact lists and record tasks and how to make journal and note entries

Benefits for the Business

We all suffer from the effects of "Time Thieves" at work – unexpected interruptions, unnecessary meetings, poor communication, procrastination, indecision and lack of planning.

Microsoft Outlook 2003 can help you to achieve more during your working day by providing powerful tools to improve the way manage your key information and your time at work.

What You Get From This Course

Having completed this course, you will be able to:

- Create, send and receive e-mails
- Use message handling tools, signatures, stationery and message templates
- Create and use an address book
- Use Outlook views
- Work with and archive folders
- Enter appointments, view and arrange schedules, plan meetings and add events using Outlook Calendar
- Save information to Web pages
- Create and maintain a contacts list
- Create and maintain a task list
- Delegate tasks and create new tasks using Autocreate
- Record actions and details in Journal
- Create notes

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

*Courses are accessible for six months from the date of purchase.