

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

Email: training@ptr.co.uk Web: www.ptr.co.uk

Microsoft Office Outlook 2013 Level 1

Course Description:

In this course, you will explore the Outlook interface, use Outlook to manage all aspects of email communications, use the Outlook calendar to manage appointments and meetings, use Outlook's People workspace to manage your contact information, create Tasks and Notes for yourself in Outlook and customize the Outlook interface to serve your own personal needs.

This course is intended for delegates who have a basic understanding of Microsoft Windows and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

This course will prepare you for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Outlook 2013.

Pre-requisites:

Delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Delegates should be comfortable in the Windows 7 environment or later, and be able to use Windows to manage information on their computers. Specific tasks the delegates should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Course Content:

- **Getting Started With Outlook 2013**
- Navigate the Outlook Interface
- Perform Basic Email Functions
- Use Outlook Help

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- **Composing Messages**
 - Create an Email Message
 - Check Spelling and Grammar
 - Format Message Content
 - Attach Files and Items
 - Enhance an Email Message
 - Manage Automatic Message Content
- **Reading and Responding to Messages**
 - Customize Reading Options
 - Work with Attachments
 - Manage Your Message Responses
- **Managing Your Messages**
 - Manage Messages Using Tags, Flags, and Commands
 - Organize Messages Using Folders
- **Managing Your Calendar**
 - View the Calendar
 - Manage Appointments
 - Manage Meetings
 - Print Your Calendar
- **Managing Your Contacts**
 - Create and Update Contacts
 - View and Organize Contacts
- **Working With Tasks and Notes**
 - Manage Tasks
 - Manage Notes
- **Customizing the Outlook Environment**
 - Customize the Outlook Interface
 - Create and Manage Quick Steps

Course Duration:

1 Days

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