

Training Course Specification

Course: Conversion to Outlook 2013

Duration: 2 hours

Aims and objectives of the workshop: This course is designed to explain the new menu and screen layout of Outlook 2013. At the end of the course users will feel more confident about using the new menu options for day to day operations.

The course will also illustrate some of the enhanced features of the programmes that will ease day to day tasks.

Who should attend: Delegates who have recently, or who intend to upgrade to Office 2007 from any previous version

Experience needed: Delegates should have a good grounding in the use of Word and Excel (any version) and be familiar with most character and paragraph formatting features.

The New Layout

- The new screen and toolbars
- Showing and hiding the navigation pane
- Using the quick search box
- A new look to categories
- Preview attachments (without opening them)
- Multiple Calendar overlay
- Using E-mail merge
- Publishing and sharing calendars