

# MSC Computer Training

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## Training Course Specification

### Course: Outlook (versions 1997 to 2013)

**Duration: 3 hours**

**Aims and Objectives of the workshop** To develop the use of Outlook so that day to day use of the programme ensures effective and efficient time management.  
At the end of the workshop delegates will feel confident about using all aspects of the programme.

**Who should attend:** Delegates who use or wish to use the programme to manage emails, diaries and tasks efficiently.

**Experience needed:** No previous experience of using the programme is required.

### Course Content<sup>1</sup>

#### General:

- Delegate calendars, emails or other Personal Folder items to another person
- Setting options for the programme
- Using categories

#### Emails:

- Inserting a signature, business card or disclaimer in emails.
- Formatting text in emails.
- Attaching files to emails.
- Using the "Out of Office" assistant.

#### Organising emails:

- Create folders for storing emails.
- Colour coding emails.
- Using rules
- Archiving emails.

#### Contacts:

- Inserting new contacts.
- Creating distribution lists.
- Creating other contact lists.
- Using the contact list for mail merge

#### Using The Calendar:

- Changing the calendar display options
- Using and printing different views
- Changing the length of the working day.
- Managing appointments and recurring appointments.

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<sup>1</sup> You can choose from the list to create your own course

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## **Meetings:**

- Organise meetings.
- Invite others to a meeting.
- Check the availability of others.
- Send attachments to specific attendees (Outlook 2010 only)

## **Tasks**

- Creating tasks
- Setting task parameters