ENVISAGE TRAINING

Microsoft Outlook (Intermediate)

2016

Topics Covered:

Course Details:

Duration:

1 Full Day

Who should attend:

The skills and knowledge acquired in this workshop are sufficient to be able to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, create task requests for others to perform and much more.

Course Pre-requisites:

This workshop assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft Excel application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- ➢ Microsoft Excel Intermediate
- ➢ Microsoft Word Advanced
- ➢ Microsoft Office 365