

Outlook 2007 Advanced Workshop

Outlook is the most common email program at work. Outlook 2007 is actually more than an email program. This program manages tasks, events, contacts and more. Learning how to use all the advanced features of Outlook 2007 will increase the participant's efficiency by managing their schedules better and improve communication.

This workshop will teach participants the commonly used advanced features of Outlook 2007. At the end of this course, you will have increased familiarity with Outlook 2007, giving you more confidence in using this program for all your communication needs at work.

Workshop Objectives:

- Customize Outlook
- Add Microsoft Word element to emails
- Customize your profile
- Use advanced email tasks
- Use advanced calendar tasks
- Do more with tasks
- Use notes
- View RSS feeds
- Manage Outlook data



For more information on this workshop or to reserve your spot, please contact:

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