

# Outlook 2010 Expert Workshop

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Your participants will learn how to use the advanced features of Outlook 2010. This workshop is designed to go beyond a basic understanding and to explore the more advanced features of Outlook 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

In this workshop, we'll cover some of the more advanced tasks in Outlook 2010, like managing automatic content and working with contact groups. Your participants will learn how to use the Microsoft Word elements in your E-mails. This course explains some of the advanced e-mail, calendar, and task commands, as well as the Notes feature.

## Workshop Objectives:

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- Set Outlook options
- View message information
- Insert a hyperlink
- Use Paste Special
- Manage signatures
- Use the Scheduling assistant
- Cancel a Meeting or invitation
- Change the calendar color
- Display or hide calendars
- Modify a Business card
- Work with tasks and assignments



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

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