

Outlook 2013 Expert Workshop

Your participants will learn how to use the advanced features of Outlook 2013. This workshop is designed to provide an in-depth understanding of Outlook 2013. Participants will be shown a practical way of learning with a hands-on and customizable approach. They will get a chance to experience some of the new features that are offered in Outlook 2013.

Outlook 2013 helps you manage your busy life through its calendar and social connectors. With Outlook 2013 you are given a sleeker more efficient way to organize and communicate. With a new and improved user interface and a more powerful search tool your participants will increase their productivity as they will be able to manage their information more efficiently!

Workshop Objectives:

- Modify Outlook options and customize the Ribbon and Quick Access Toolbar
- Use Quick Steps
- Work with Rules
- Resend and recall messages
- Work with Message Properties
- Insert shapes, SmartArt, Tables, and charts into messages
- Manage Signatures and Stationery
- Perform advanced scheduling tasks
- Use Contact groups

Send Task status report



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

Zelna Naude – 082 786 5690 – zelna@boekhoukursusse.co.za