

Microsoft Outlook 2000 Level 1

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Outlook 2000 to create contacts, create and manage e-mail, and organise and schedule meetings.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- create and delete contacts
- send and receive messages
- open a message with an attachment
- forward, reply to and sort messages
- create new mail folders
- use an AutoSignature
- access and customise the calendar
- schedule meetings, create events and recurring appointments
- understand the relevant health and safety issues relating to computer usage

Target Audience:

This course is intended for people who wish to create contacts, create and manage e-mail, and organise and schedule meetings using Outlook 2000.

Prerequisites:

This course is designed for participants with little or no knowledge of the software.

Statistics:

9 chapters, and 72 pages.

Approx* Duration:

48 exercises. Anticipated duration* of 8 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from **www.watsoniapublishing.com**.

Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create contacts, create and manage e-mail, and organise and schedule meetings.

Resource Sequence:

INF127 Microsoft Outlook 2000 Level 1
INF128 Microsoft Outlook 2000 Level 2

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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Publisher Details

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Microsoft Outlook 2000

Level 1

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