

# MICROSOFT OUTLOOK

## Advanced

### SUITABLE FOR

Delegates who have attended our Microsoft Outlook Introduction course, or have achieved equivalent standards, and now wish to learn about the more advanced features of Microsoft Outlook.

### AIM OF THE COURSE

To get the most out Microsoft Outlook, also allowing Outlook to be tailored to suit the individuals' requirements

### COURSE CONTENT

- Creating and Amending Quick Access Bar & Ribbon Bar
- Creating & Working with Groups
- Setting Up and Using the Rules Wizard
- Setting Up the Signature Picker
- Creating and Using Different Views
- Creating, Amending, Using & Publishing Forms

### FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.