



Information Sheet

Microsoft Office Outlook Level 1 – Level 2

About the Programme

This programme is an ALL – in – One Microsoft Office Computer short programme that is designed to ensure that a learner is literate in all the fundamentals of MS Office that is required in today's cut throat job market.

Programme Outline

Microsoft Office Outlook 2016 Level 1

- Create and manage an Outlook 2016 account
- Managing E-mails
- Schedule Appointments using Calendars
- Creating Contacts, Tasks and Notes

Microsoft Office Outlook 2016 Level 2

- Customising message options
- Organising and locating messages
- Calendar options
- Managing tasks
- Customizing Outlook

Duration

The duration of the programme is 3 days, 1 day per level. Contact your nearest campus for a schedule.

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