

## Microsoft Outlook 2003

Microsoft Outlook is a messaging and personal information management programme that helps you manage your messages, appointments, contacts, and tasks. Microsoft Outlook can help you create, share, and manage information that's important to you and the people you work with. It is particularly useful in an office environment where different people need access to information at the click of a button. You can manage appointments, meetings and schedules and easily send and receive emails and faxes via a modem attached to your PC. Looking up and maintaining address records, emailing, faxing, appointing tasks and keeping careful and accurate records are made easy with this comprehensive office software.

The following list is by no means exhaustive, however it shows many of the features you will learn during the training. The course is estimated to take around 10 hours to complete, however, this may vary according to an individual's experience and expertise.

### Course Content

- Getting started
  - Using Outlook for emails
  - Composing and sending messages
  - Checking for mail
  - Replying to mail
  - Attaching files to emails
  - The address book
  - Using the address book
  - Organising your messages
  - More about mail
  - Contacts
  - The calendar and its uses
- Appointments, events and tasks: scheduling, using, auto-dating, recurring and editing.
  - Events: scheduling, using
  - Keeping track of activities
  - Outlook Today
  - The Journal
  - Deleting items
  - Starting Outlook automatically
  - The Office Assistant
  - Installing and setting up a new dial-up network account.
  - Adding a new email account

### Suitability and follow on courses:

This course is suitable for anyone with some previous experience in using a Windows programme such as Microsoft Word, Excel, etc. Suitable follow-on courses would include any of the other Microsoft Office Suite software.

BEST  
Training

**Local – Professional – Flexible - Personal**

Best Training (Banbury) Ltd 16 South Bar Banbury OX16 9AA

Tel 01295 271888 email: [enquiries@bestbanbury.co.uk](mailto:enquiries@bestbanbury.co.uk) web: [www.bestbanbury.co.uk](http://www.bestbanbury.co.uk)