
Computer Training

Introduction to MS Outlook



MTA House - Level 1, 83 Greenhill Rd, Wayville

Fully-equipped Computer Training Classroom – small groups only!!!

Course Outline

Introduction to Outlook teaches the basic skills necessary for working with Outlook.

Students will use Outlook messaging to send, receive and manage messages, schedule appointments with the Calendar, and track and manage tasks

- Start Outlook and navigate around the various features
- Create and send e-mail messages
- Receive e-mails into your Inbox
- Work with the calendar feature in Outlook
- Schedule appointments and events in your calendar
- Add, edit and delete contacts and contact details
- Create a to do list using the Tasks feature of Outlook
- Get help in using Outlook

All development is conducted in group sizes of no more than 7 participants.

This ensures maximum learning and coaching from the course facilitator.

Your personal development is achieved in our dedicated computer training environment with the latest technology.



Other Introduction Courses

Course Fee*

\$125

(+GST*)



Microsoft Word



Microsoft Excel



Microsoft PowerPoint



Microsoft Access

More info and a booking form can be obtained by:

1. Phone **8208 4888** and request one to be sent to you
2. Email info@automotivebusinesscollege.com and write "Booking Form" in the subject
3. Visit our website www.automotivebusinesscollege.com and register for the course

