



Fast Track Computer Aided Training Solutions created specifically for business.

Outlook Setup and Introduction to E-mail

Suitable for:

Business or individual learners that have no, or limited knowledge of E-mail using Outlook and wish to develop its use within job role or business.

Aim:

To give a business, or learners, the basic skills to be able to use MicroSoft E-mail using Outlook.

Course Objectives:

Things to know about Email using Outlook -

Install MicroSoft Outlook (Optional)

Outlook components

Formatting E-mail

Creating signatures

Creating messages

Sending mail

Receiving messages

Forwarding messages

Replying to messages

Finding messages

Creating contacts

E-mail attachments

Printing

Duration:

3 hrs. 10-1pm or 1-4pm Monday to Friday. 9-12 noon Saturday.

Course Content:

Ideal for a business, or learners, requiring fast track basic skills for using E-mail. The course provides the knowledge and skills necessary to use E-mail (Outlook) to meet business needs.

Venue:

Delivered at your workplace - we come to you.

Cost:

£250.00 up to 3 learners - £50.00 per additional learner.

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Course enquiry form.

Outlook Setup and Introduction to E-mail

Complete the form below and post to:

Cool cats Computing, 2 Richmond Close, Dean's Walk, Rochdale OL16 4RJ.

We will contact you to arrange the detail.

Contact name:

Company Name:

Address:

Post Code:

Tel:

Email:

Website:

Learner name(s):

Preferred dates:

Any special requirements:

Alternatively apply direct via our website

www.coolcatscomputing.com

Cool cats Computing

Learning Skills Council
Approved Training Provider.



Cool Solutions

to your

training needs

Fast Track flexible training programmes to meet your needs. If you require specific course objectives please don't hesitate to contact us and discuss. We will endeavour to meet your training needs quickly.

Why not try one of our other **Fast Track** courses...

Easy Management of Files and Folders

Skype Voice over Internet Excel

Introduction to PowerPoint

Build a Business Website

2D CAD using AutoCAD

3D CAD using AutoCAD

SMART Board Notebook

Provider Training Solution for delivering iTQ

Certificate courses...

iTQ the NVQ 'IT for Users'

Level 1

Level 2

Level 3

For more information please contact CCC at admin@coolcatscomputing.com