



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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MS Outlook 2013

Set of 3 Interactive Courses

Microsoft Outlook is known as a mail client, which further enables its users to keep even other kinds of information and to process them. After getting to know the program environment and its manipulation, you will get acquainted with the options of managing your e-mails. You will learn to create and send messages as well as to read the received ones. Step by step, you will try various tools for organising all your messages. You will familiarise yourself with the usage of the address book and how to create new contacts. In order to organise your activities, you will learn to use the calendar. You will get acquainted with the options of creating tasks, notes and tracking your actions in the Journal. Using the calendar, you will learn to organise various appointments and manage invitations. You will also learn to assign a task to your colleague and then follow its fulfilling. You will get to know how to share the information from different Outlook folders with other users and how to assign a delegate to manage your mail account when you are out of office for a longer period of time.

List of Courses:



MS Outlook 2013: Introduction
MS Outlook 2013: Intermediate
MS Outlook 2013: Advanced

58
Lessons

3
Courses

29
Study hours

MS Office 2013

STUDY LANGUAGE: English

MS Outlook 2013: Introduction

In the initial course dedicated to Microsoft Outlook, you will familiarise yourself with the program interface and learn to send, receive, print and organise messages in it. You will also learn to work with message attachments, to create an automatic reply and to set rules for automatic processing of received or sent messages. You will send a message with a questionnaire to fill in. You will also get acquainted with a whole range of other tools, which will make your work with e-mails easier and more pleasant.

List of lessons

- Introduction to Outlook
- Outlook view options
- Getting help in Outlook
- Customising the layout of the Outlook window
- Sneak peeks
- Viewing received messages
- Creating a new message
- Editing the content of a message
- Checking spelling and grammar in new messages
- Managing attachments
- Replying to messages and forwarding them
- Saving and printing messages
- Creating message signatures
- Mail folders
- Junk Email
- Flagging messages for their follow-up
- Tracking messages
- Searching for messages
- Organising messages into subfolders and categories
- Arranging the message list
- Viewing messages by conversation
- Quick steps
- Automatic replies
- Managing messages by using rules
- Mail settings

Application language

MS Outlook 2013 - English version

Course content

Pre-assessment (optional)

25 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

13 hours

Target audience

Office computer user



MS Office 2013

STUDY LANGUAGE: English

MS Outlook 2013: Intermediate

In the course MS Outlook 2013: Intermediate, you will learn to use the Calendar folder to plan different appointments, the Tasks folder to monitor all your duties and the Notes folder to write down any ideas that come to your mind. In the Journal folder, you will record the details about various actions. You will also learn to manage your contacts and send message to them. You will work with address books and you will learn to print the individual items from the entire mail client.

List of lessons

- People view
- Creating and printing contacts
- Managing contacts
- Attaching contacts to messages
- Address Book
- Contact group
- Calendar
- Creating all-day events
- Recurring appointments
- Editing appointments and events
- Managing Calendar items
- Sending your Calendar
- Tasks
- Managing tasks
- Journal
- Managing the Journal
- Notes

Application language

MS Outlook 2013 - English version

Course content

Pre-assessment (optional)

17 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

9 hours

Target audience

Office computer user



MS Office 2013

STUDY LANGUAGE: English

MS Outlook 2013: Advanced

In the course MS Outlook 2013: Advanced, you will learn to organise your appointments by using the Calendar and assign tasks to your colleagues with the subsequent follow-up of their fulfilment. You will try out importing and exporting your Outlook data and sharing the information with other Outlook users. You will also get acquainted with data files and the creation of custom forms for the individual Outlook items.

List of lessons

- Scheduling a meeting
- Accepting a meeting invitation
- Proposing a new meeting time
- Recalling a meeting and adjusting the Calendar
- Assigning tasks to your colleagues
- Viewing the calendars of your colleagues
- Sharing the Outlook data with other users
- Delegate access
- Working offline
- Offline Outlook folders
- Importing and exporting data
- Outlook data files
- Setting an e-mail account
- Creating a custom form
- Sending custom forms to other users
- Advanced work with custom forms

Application language

MS Outlook 2013 - English version

Course content

Pre-assessment (optional)

16 lessons

Final test

Lesson content

Tutorial, exercise, quiz

Estimated time of study

8 hours

Target audience

Office computer user





ABOUT ARNOLD MUSCAT

Obtained a B.Comm degree majoring in Business Management and Economics (UNISA). Arnold also obtained a First Class pass with IMM. Arnold has worked in the financial, sales, marketing, manufacturing, production and retail industries attaining positions of General Manager, Finance Director and MD. Arnold began using spreadsheets in the 1980's and has been a continuous and progressive user of MS office and related programmes for the past 20 years. Arnold has been involved with training since 2005 and is the Managing Director and co-owner of College Africa Group, a national training company in South Africa.



ABOUT JENNY MUSCAT

Obtained a B.Comm degree majoring in Business Management and Industrial Psychology. Jenny also obtained a Diploma in PR and in Real Estate. Jenny has worked in banking and foreign exchange, marketing, public relations, logistics planning, project management, operations in the transport industry and real estate attaining positions of General Manager and Director. Jenny has been involved with project management for more than 20 years which included Rugby World Cup 1995 and World Cup Soccer 2010 held in South Africa. Jenny joined the training industry in 2008 and is currently a Director and co-owner of College Africa Group, a national training company in South Africa



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