



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

Discover your Potential

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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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