



Product Catalogue of E-learning Courses



COLLEGE AFRICA GROUP

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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





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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