



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - 2016 Microsoft Outlook Essential Course

This comprehensive course covers the fundamental features of Outlook 2016 as well exposing the delegate to some of the functions in Outlook 2016. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Outlook 2016 skills to create basic spread sheets and formulae.

This course will prepare the delegate for more advanced Outlook 2016 courses. The delegate receives an Outlook 2016 manual and an electronic attendance certificate on completion of the Outlook Essentials 2016 Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com) for dates in your area?

## Topic-Level Outline

How to use this manual  
Starting outlook The outlook screen Working with the menu  
Using the mouse to access the menu  
Using the mouse to cancel a pull-down menu  
Accessing the full list of menu options  
Working with dialogue boxes  
Accessing help within dialogue boxes  
Using the keyboard within dialogue boxes  
Working with help  
Using the "ask a question" box

Enhancing your message  
Changing the message format  
Assigning a new font  
Turning attributes on/off  
Changing justification  
Changing the colour of the font  
Changing line spacing  
Indenting paragraphs  
Creating a numbered list  
Adding a horizontal line  
Adding a signature block  
Flagging a message

TOC Continue...

- Setting miscellaneous message options
- Using the spell checker
- Delivering/receiving messages
- Recalling a message (not really possible)
- Identifying unread messages
- Sorting messages Finding messages
- Cancelling a search
- Clearing the search results
- Reading messages
- Marking messages as being read/unread
- Deleting messages
- Emptying the deleted items folder
- Getting assistance
- Printing help topics
- Exiting help
- Screen tips
- Navigating within outlook
- Working with mail
- Sizing the window pane
- Creating a message
- Selecting multiple addresses
- Typing your message
- Deleting text
- Undoing a deletion
- Setting a priority
- Printing a message
- Replying to a message
- Forwarding a message
- Working with attachments
- Attaching a file to a message
- Saving an attachment
- Opening an attachment
- Customising the view
- Saving messages in alternate file formats
- Storing messages
- Creating folders
- Moving a message
- Renaming a folder
- Deleting a folder
- Archiving your messages
- Automatically archiving messages
- Working with the address book
- Adding a contact
- Opening the address book
- Changing the properties of an address
- Deleting a user
- Creating a mailing list
- Removing a member from the list
- Updating the distribution list
- Closing the address book window
- Cleaning up your mailbox
- Handling junk e-mail

**OFFSITE, OUR VENUE**, prices from R 1695 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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## KEYBOARDING

Save time!  
Learn to touch-type and be more accurate.

## EBOOKS AND ONLINE TRAINING

Excel Essentials 2016 [Ebook](#), workbooks, and solutions.  
Excel Intermediate 2016 [Ebook](#), workbooks, and solutions.  
Excel Advanced 2016 [Ebook](#), workbooks, and solutions.  
Excel comprehensive online courses, email for more details.



## CONTACT DETAILS

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