

<p>INTRODUCTION - ADVANCED</p>	<p>Module 1</p>	<p>Module 3</p>	<p>Module 5</p>
<p>Duration:1 Day (9 – 4 pm)</p>	<p>Getting Started</p>	<p>Folders</p>	<p>Calendar</p>
<p>Objective:</p>	<p>Outlook Structure</p>	<p>Create a Folder/ sub</p>	<p>Create an Appointment</p>
<p>To be able to send/receive and manipulate email efficiently. Create calendar entries efficiently.</p>	<p>Mail etiquette</p>	<p>folders</p>	<p>Meeting</p>
<p>Essential:</p>	<p>Tabs & Ribbons</p>	<p>Delete</p>	<p>Schedule bar</p>
<p>Have Mouse Skills, an awareness of keys on keyboard e.g.: Shift, spacebar, and Enter key.</p>	<p>Customizing the Quick Access toolbar</p>	<p>Move files</p>	<p>Reoccurring</p>
<p>Preferable</p>	<p>Create Signatures</p>	<p><i>Tools</i></p>	<p>Reply to invitations</p>
<p>Some practical application for the course attending. A need to improve efficiency with messages and calendar</p>	<p>Module 2</p>	<p>Out Of Office</p>	<p>Reminders</p>
<p></p>	<p>Messages</p>	<p>Manage Rules</p>	<p>Move a calendar entry</p>
<p></p>	<p>Create a Message</p>	<p>Module 4</p>	<p>Module 6</p>
<p></p>	<p>View messages</p>	<p>Address Book</p>	<p>Notes & Tasks</p>
<p></p>	<p>Mark as Read/Unread</p>	<p>View Contacts</p>	<p>Create a Task</p>
<p></p>	<p>Delete</p>	<p>Add Contact</p>	<p>Assign a Task</p>
<p></p>	<p>Re send</p>	<p>Create a Group</p>	<p>Modify a Task</p>
<p></p>	<p>Formatting Messages</p>	<p>Delete</p>	<p>Delete</p>
<p></p>	<p>Use Voting Buttons</p>	<p>Modify a Group</p>	<p>Create Notes</p>
<p></p>	<p>Message Options</p>	<p>Add to contacts from new email</p>	<p>Delete</p>
<p></p>	<p>Use Flag for Follow up</p>	<p>Create Categories</p>	<p>Change Colour</p>