

Microsoft Outlook 2003



TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

The versatile program is suitable for personal and business environments. It serves the needs of every company for shared work and networking. MS Outlook is the preferred source for shared communication in the office.

Course Content

Configuring outlook, getting started with Outlook, managing email messages, using the address book, creating and organizing a List of contacts, managing your calendar, scheduling and managing meetings, creating and organizing tasks and notes, using the journal, using Outlook with other programs, using Word as the email editor and working together on email documents.

Pre-requisites

Canadian Language Benchmark 5-7; Knowledge of MS Word

Certificate offered

Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

More information

Please call 416.658.3101 x216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
April 27		✓	✓					✓	
Time	Weeks		Hours		Fee				
9:00am-2:00pm	1		10		\$80				