Webinar on

Email And Calendar Essentials With Power-User Skills In Outlook

Learning Objectives

- *Navigation pane and screen setup, Auto signature*

- *Inbox screen view and managing columns, Backstage configuration*

- *Outlook data file management and compacting*

- *Message options, Folders management*

- *Composing tips and etiquette, Reduce picture attachment size*

- *Formatting and color, Attachments*

- Instant search, Read and delivery receipts

- Retrieve, reply and forward, Add public holidays

- Calendar screen options, Second-time zone

- Appointments, events, and meetings, Voting

- Track meeting responses, Multiple calendars

- Instant contacts, Distribution lists

This webinar effectively demonstrates and teaches the key elements of Outlook from introductory to beyond the basics, including power-user techniques, shortcuts, tips and tricks.

PRESENTED BY:

Roman's professional and relaxed style reflects his thorough understanding of adult learning principles and is demonstrated through his diverse range of classroom, seminar, workshop and online delivery services and instructional materials. With Microsoft Certifications in Excel and Word, he has mastered over 2500 topics to advanced level in Microsoft Excel, Access, Outlook, Project, PowerPoint, Word, Visio, and Publisher.

GRC Online Training Hub
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Axons Technology and Solutions

On-Demand Webinar

Duration : 90 Minutes

Price: $200

Webinar Description

This course effectively demonstrates and teaches the key elements of Outlook from introductory to beyond the basics, including power-user techniques, shortcuts, tips and tricks.

Microsoft Outlook is the powerhouse in managing email, appointments, tasks, and contacts.

It aims to provide the knowledge you need to understand and use the outstanding capabilities of this powerful application.

The expert tuition and demonstrations provided in this course are essential for you to effectively grasp the full capability of this multifaceted personal information manager.

Mastering Outlook is a fundamental, highly regarded and marketable skill set, vital in business, government, and academic environments.
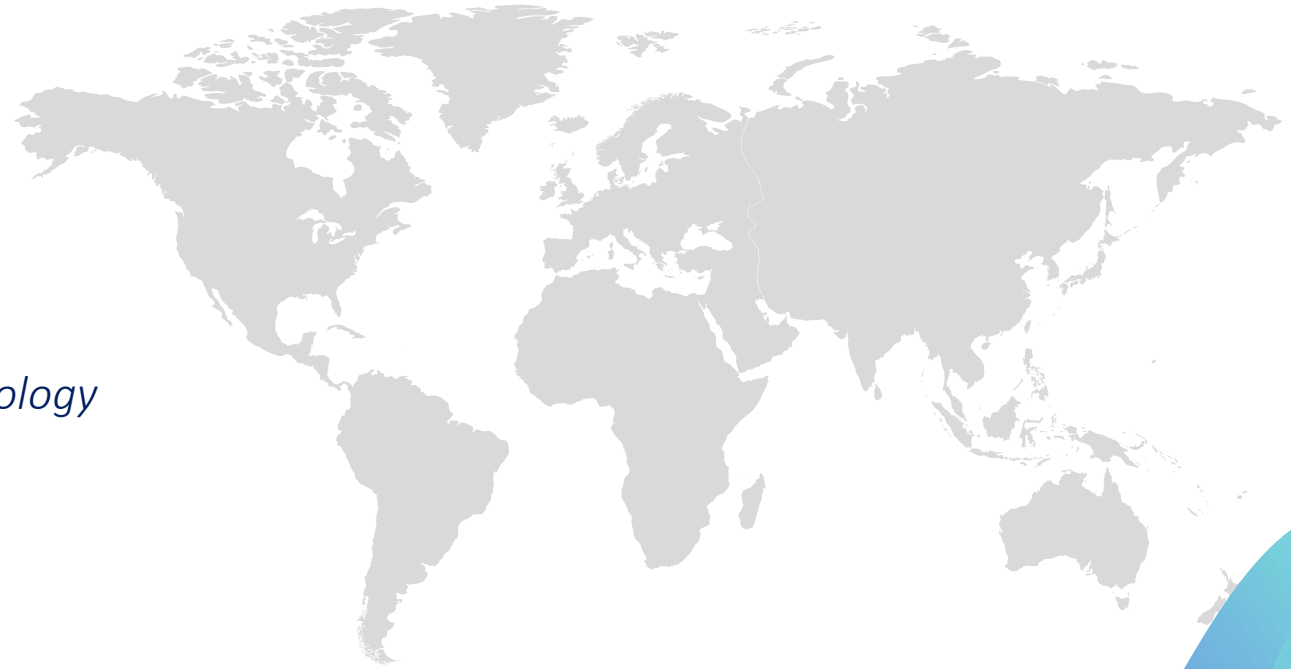
Who Should Attend ?

Anyone seeking to significantly boost profits

Competitive advantage

Productivity

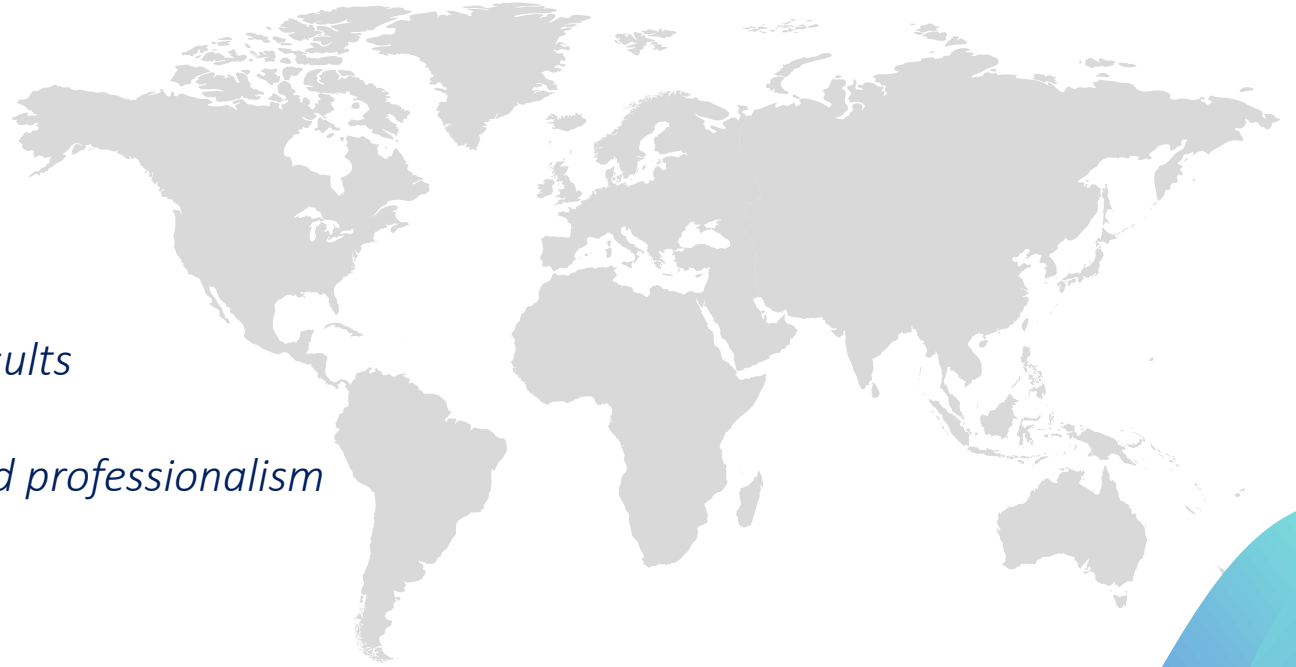*Job satisfaction and effective use of their technology*

Why Should Attend ?

Boost profit

Efficiency and productivity

Achieve more in less time with higher quality results

Improve job satisfaction, team performance, and professionalism

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