



The Office Wiz

Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK®: A REFRESHER*

Whether you missed the basics or are just feeling overwhelmed by all of Outlook's bells and whistles, help is here. We'll start by taking a quick tour of all Outlook's modules. Then, we're off to master the critical features you need to know including folders and views as well as setting options to tailor the program to your own preferences. It's all about your outlook—come change your perspective today!

LENGTH

One 1 hour session.

PREREQUISITES

You need little experience with Outlook. You should be familiar with the Outlook Navigation Pane and sending emails. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Outlook. Basically you need a computer running Windows and Outlook with a mouse and a keyboard.

OTHER OUTLOOK CLASSES

- Microsoft Office Outlook 2010: Transition From Outlook 2003
- Level 1
- Level 2
- Level 3
- Calendar Tricks
- Contact Management
- Outlook's Email – Tips & Tricks
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- Tracking Client Communications – Microsoft Outlook's Journal

*Actual content may vary depending on the version of Microsoft Outlook.

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