



# The Office Wiz

## Training, Consulting and Support Services

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### **COURSE DESCRIPTION FOR MICROSOFT® OFFICE OUTLOOK®: KEYSTROKE MANIA\***

If you're a keystroke maniac, you appreciate the time that can be saved by resting the mouse and using simple keystrokes. There are absolutely tons of fabulous keystrokes just waiting to be discovered in Outlook. No matter the module—mail, calendar, tasks, or contacts—there is a quicker way to carry out repetitive tasks such as creating, organizing and managing items. No mouse necessary!

#### **LENGTH**

One 1 hour session.

#### **PREREQUISITES**

*Microsoft Outlook: Level 1* or equivalent knowledge. 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
- Managing Meetings
- Organizational Tricks For Busy People
- Put Your Inbox On A Diet
- A Refresher
- Tracking Client Communications – Microsoft Outlook's Journal

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

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