The Office Wiz
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COURSE DESCRIPTION FOR CONTACT MANAGEMENT WITH MICROSOFT® OFFICE OUTLOOK®*

Who you know is one of your most valuable assets. Keeping track of the people and businesses you know could be a full-time job without Outlook. In this comprehensive workshop you'll start with learning how to create a contact using Outlook and then move on to importing contacts from another program. You'll master critical skills to manage contacts including creating a mailing, distribution lists and backing up your valuable contact information. If you've got people to keep track of, this course is made for you!

LENGTH

One four hour session.

PREREQUISITES

You need little experience with Outlook. You should be familiar with the Outlook Navigation Pane. Also, you should 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
- Outlook In The Law Office
- Keep Track Of Tasks
- Keystroke Mania
- 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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