



OUTLOOK CORE MOS (MICROSOFT OFFICE SPECIALIST) CERTIFICATION PREPARATION

This workshop prepares you for a MOUS (Microsoft Office User Specialist) certificate in Outlook. Once you are MOUS certified, you have an industry recognized stamp of approval that you are proficient with Outlook.

A MOS certificate is proof to yourself and others that you are proficient in Outlook and skilled in managing personal information. Included with this workshop is:

- self study material to prepare for the MOUS certification program,
- one-hour of free telephone help with a certified Outlook Expert,
- and one opportunity to take the MOUS examination at our testing centre.

WORKSHOP ID: 17 | WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | FEE: \$495/PERSON + GST

COURSEWARE OUTLINE

INTRODUCTION

- What is Microsoft outlook?
- The Outlook window

WORK WITH E-MAIL

- Compose messages
- Address a new message
- Format message text
- Use send options
- Check for messages
- Read and preview messages
- Print messages

WORK WITH CONTACTS

- Create and delete a contact
- Create a contact from the same company
- Organize contacts
- Edit a contact
- Remove duplicate contacts
- Sort contacts
- Organize contacts
- Change contact views
- Print contacts

ADVANCED E-MAIL

- Use additional mail features
- Respond to messages
- Save your messages
- Save messages in other formats
- Work with attachments
- Work with signatures

ORGANIZE E-MAIL

- Sort and find messages
- Manage email folders
- Move and copy messages
- Archive messages
- Assign categories

USE THE CALENDAR

- Navigate the calendar
- View consecutive and non-consecutive days
- Change the calendar view
- Create meetings & events
- Print the calendar

CREATE AN APPOINTMENT

- Edit/Delete appointments
- Work with reminders
- Create a recurring appointment
- Plan a meeting
- Update meeting attendees
- Customize print options

ACTIVITIES

- Manually record an activity
- Link activities to contacts

USE NOTES

- Create notes
- Edit notes
- Organize notes
- Print notes

USE TASKS

- Manage tasks
- Create one-time and recurring tasks
- Assign tasks
- Send status reports
- Print tasks

BASIC SKILLS CHECKLIST

No previous knowledge of Outlook is required. Before attending this workshop, you should be able to size and move windows, make menu choices, use cut and paste, and manage documents with Windows Explorer. It is recommended but not required to complete the included level 1 self-study courseware prior to taking the MOUS certification test.

CALL NOW OR VISIT OUR WEBSITE TO REGISTER

Toronto
Toll Free
Register Online

(416) 929-8324 (Dial 1 For Customer Service)
1800-654-3251
<http://www.edtech.ca/course.asp?id=17>