Microsoft Outlook – Intro to Advanced

Aim of Program	This session will provide participants with a clear insight into the functionality and use of Outlook. Covering all of the main application areas it will show clearly how to use this primary communications tool in today's business world. Improving the use of Outlook can save time and ensure communication and office organisation is carried out effectively. Each section of the course will provide an opportunity to explore the new subject area, followed by an exercise to reinforce learning.
Program Structure	**Email** ▸ Compose an e-mail message ▸ Use the address book ▸ Understand and apply the Options feature of an e-mail message ▸ Send the e-mail message ▸ Read an e-mail message ▸ Reply and forward e-mail messages ▸ Delete e-mail messages ▸ Create folders ▸ Move or copy e-mail messages to the folders ▸ Create a signature ▸ Filter and group your mail messages ▸ Find your mail messages ▸ Add signatures to your mail messages ▸ Use the Out of Office Assistant ▸ Understand and apply the Rules Wizard feature ▸ Create folders ▸ Create a personal folder (PST file) ▸ Use the delegation feature **Calendar** ▸ Create a single or recurring calendar entry ▸ Invite other participants to a meeting ▸ Open and view another person's calendar ▸ Add holidays to your calendar ▸ Change the time zone and time intervals on your calendar **Contacts** ▸ Create a contact entry ▸ Create a personal distribution list ▸ Mail merge your contacts into a Microsoft Word Document (optional) **Tasks** ▸ Create a single or recurring tasks ▸ Assign tasks to other users **Notes** ▸ Create a note entry
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 Day: 9:30am - 4:00pm
Pre-requisite	It is recommended that participants attending this session have attended the Computers - Introduction session or have a strong knowledge on using the mouse and the Windows environment.
Facilitator	Andrew Chong, SATT Simple as that Training

Compassion Accountability Respect Excellence Safety

CENTRE FOR EDUCATION
Sunshine Hospital ׀ WCHRE ׀ 176-190 Furlong Rd ׀ St Albans VIC 3021 ׀ Tel: 03 8395 8183 ׀ Fax: 03 8395 8260
Western Hospital ׀ Gordon St ׀ Footscray VIC 3011 ׀ Tel: 03 8345 6328 ׀ Fax: 03 8345 6336
Email: whs-ceadmin@wh.org.au
www.westernhealth.org.au

Program Dates, Registration & Fee	Go to link below for **Program Dates**, **Course Registration** and **Course Fees**: http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

Compassion Accountability Respect Excellence Safety

CENTRE FOR EDUCATION
Sunshine Hospital I WCHRE I 176-190 Furlong Rd I St Albans VIC 3021 I Tel: 03 8395 8183 I Fax: 03 8395 8260
Western Hospital I Gordon St I Footscray VIC 3011 I Tel: 03 8345 6328 I Fax: 03 8345 6336
Email: whs-ceadmin@wh.org.au
www.westernhealth.org.au