



MS OUTLOOK COURSE



www.gtceducation.com.sg

Course Overview

The MS Outlook Course will enable the students to manage their address books, and schedule their emails in flexible and effortless ways.

Entry Requirement	: Basic Computer Knowledge
Course Duration	: 8 hrs.
Mode of Training	: Face to face Instructor led Training
Materials	: Course books will be provided to each participant

Course Content

Module 1: Introduction to Outlook

- Understanding the Outlook Program Screen
- Understanding Items
- Understanding the Message Window
- Using the Navigation Pane
- Configuring an outlook Account
- Introduction To outlook User Interface

Module 2: Composing and Sending E-mail

- Composing and Sending an Email Message
- Specifying Message Options
- Formatting Text
- Checking your Spelling
- Attaching a File to a Message

Module 3: Receiving Email

- Receiving and Reading E-mail
- Replying to and Forwarding a Message
- Opening an Attachment
- Deleting a Message
- Flagging a Message for Follow-up
- Using Color Categories
- Viewing Conversations
- Managing Conversations
- Sorting Messages

Module 4: More E-mail Features

- Using Stationery and Themes
- Changing Message Format
- Dealing with Junk E-mail
- Inserting a Signature
- Changing Message Format

Module 5: Working with Contacts

- Introduction to the Address Book
- Adding a Contact
- Adding a Contact from an E-mail
- Editing and Deleting Contacts
- Viewing and Sorting Contacts
- Working in a Contact Window
- Creating a Contact Group
- Printing the Contacts List

Module 6: Working with Calendar

- Creating new calendar
- Making new appointment
- Making meeting request
- Calendar arranging option

Module 7: Working with Task

- Creating new task
- Categorize task
- Assigning new task

Module 8: Organizing and Finding Information

- Creating and Using Folders
- Managing Folders
- Using Instant Search
- Refining a Search
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Sorting and Grouping Information
- Filtering Information

Module 9: Managing Outlook Data

- Using Mailbox Cleanup
- Setting Rules in outlook
- Using Auto Archive
- Manually Archiving and Retrieving Information
- Importing Information
- Exporting Information
- Working with Personal Folders Files
- Using mail merge.

Student's Testimonial

Ms Office-"I will encourage everyone to come for the Ms Office Basic course as the **lessons are relevant to work**. Teachers are willing to teach until I understood my work".

Odin Marine (Singapore) Pte Ltd, Admin Assistant

MS Word-"Next time I want to do another computer course I will definitely consider G-Tec".

Homemaker, Singapore

MOS Excel core-"The instructor is **friendly and approachable**. The course is taught in a detailed and structured way".

Assistant Engineer, Singapore

Java/J2EE Programming Course- "This is the **best institution I found in Singapore**. Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".

Comdo 2000 Pte Ltd, Software Engineer

Java/J2EE Programming Course-"The Java/J2ee course material was well presented and very helpful for my work. I really got a great amount out of it. The one to one **training was excellent. It met all my expectations**. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! ".

Sylvia Lawrence , IBM , IT Professional.

C#.net Programming Course-"G-TEC provides a **good trainer** qualified. It was a **good learning experience** in G-TEC for C#.net".

Emerson Process Management, Software Test Engineer.

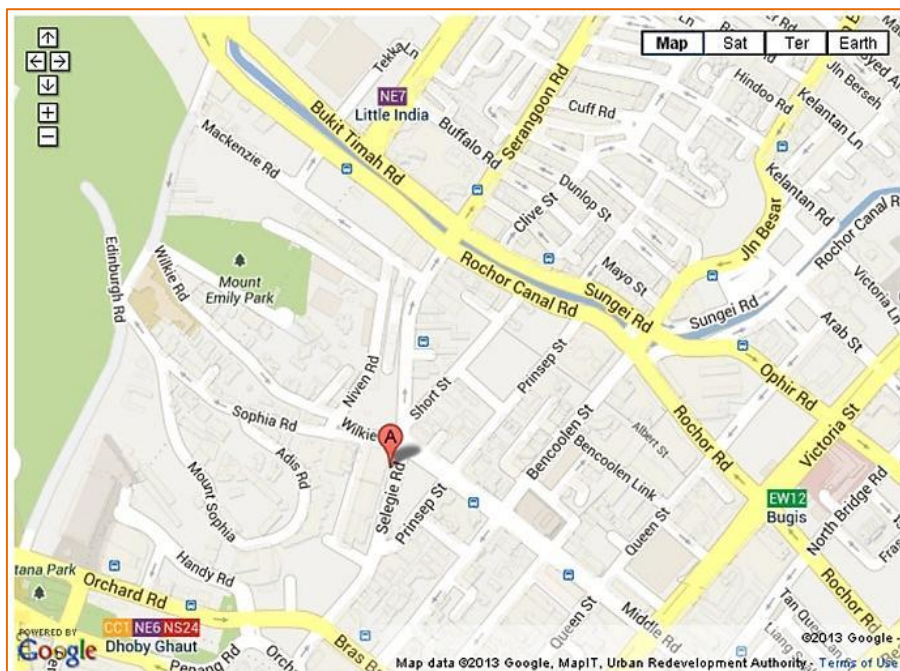
Our Clients

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Company Profile

<p>What We do :</p>	<p>G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.</p>
<p>Who are our Customers :</p>	<p>We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 900000 students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.</p>
<p>Where we are :</p>	<p>G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka and Iran.</p>
<p>Our Goal and Focus :</p>	<p>Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each and every corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.</p>

Our Location



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