Online IT Courses
Microsoft Outlook

CHESTERFIELD BOROUGH COUNCIL

POWERED BY

LEVELLING UP

Who is it suitable for?

Many industries utilise this this popular Microsoft Office programme so it is ideal for anyone who needs to have a good, in depth working knowledge of this software to help maximise efficiency and productivity.

Objectives of the Course?

You'll finish the course with a good working knowledge of the programme and the confidence to show employers that you have been trained to the highest level.

What will I Learn?

Through a series of six lessons this course will teach you that Microsoft Outlook is more than just an email programme. You'll learn all about emails, contacts, Quick Styles, using the Task function, Outlook Data and calendar management. As with all our training, you can work through each lesson at your own pace.

What is the course duration?

14 hours online learning.

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FULLY FUNDED ONLINE TRAINING PROGRAMMES