

Personal Organisation with Outlook

contextualised for schools

COURSE OUTLINE



Target Audience

This one-day course is designed for those who only use the basics of email, calendars, and contacts and feel they need to learn more about what Outlook 2016 is capable of. The skills and knowledge covered are sufficient to be able to manage your e-mail load more efficiently, schedule appointments and manage your calendar, make notes, record and track tasks and feel more organised in your daily work life.

Level

Introduction

Making your decision

Please read the course outline below when deciding if this is the right course for you.

If you read through this outline and feel you are familiar with all the topics then this is not the right course for you	Not suitable
If you read through this outline and are familiar with only some or no topics this course is right for you	Suitable
If you are unsure about whether this is the right course for you, please send an email to courses@sutherlandtraining.com.au with your contact details so that we can contact you to discuss further	Unsure

Course outline

This course covers the following topics:

<p>Getting Started with Outlook</p> <ul style="list-style-type: none"> The Program Window The Ribbon The Backstage View Module and Item Tabs Quick Access Toolbar <p>E-mails</p> <ul style="list-style-type: none"> Creating and Sending Messages Adding an Attachment to a Message Viewing Messages and Message Attachments Responding to Messages Adding Signatures to Messages Automatically Add Tracking to E-mail Messages Using Message Templates <p>Calendar</p> <ul style="list-style-type: none"> Scheduling and Changing Appointments Calendar Scheduling and Changing Appointments 	<p>Tasks</p> <ul style="list-style-type: none"> Creating Tasks from Scratch Creating Tasks from Outlook Items Updating Tasks Removing Tasks and Items from Task Lists Assigning Tasks to Others Tasks Other People Assign to You Displaying Different Task Views Finding and Organising Tasks <p>Organising Outlook</p> <ul style="list-style-type: none"> Using Colour Categories Working with Conversation View Organizing Messages in Folders Creating Rules to Process Messages The To-Do Bar Quickly Locating Messages and Other Outlook Items Creating and Managing Quick Steps
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Creating an Appointment from a Message
Meeting Requests with a Preview of Your
Calendar
Scheduling and Changing Events
Scheduling Meetings
Working with Multiple Calendars
Sharing a Calendar with a Co-worker
Sharing Calendar Information Outside Your
Organisation
Displaying Different Views of the Calendar

Working with Your Contacts

Viewing Your Contacts
Personalising Contacts
Sending Business Cards
Creating a Contact Group (Distribution Lists)

Using Notes

Working Smarter

Pin Programs to the Task Bar
Shortcut Menus
Change the Way Outlook Opens
Open Outlook in Calendar
Customise Your Ribbon
Send an E-mail Attachment from Anywhere on
the Desktop
Adding Screenshots to Your Message
Check Spelling and Grammar
Using the Clipboard in Outlook
Schedule Uninterrupted Time to Process and
Organise E-mail
Use the "Four Ds for Decision-Making" model
Ensure Your E-mail Gets Read

Duration

6 hours – 9am to 3:30pm



caring, flexible, professional