

## Introductory Microsoft Outlook

**Now Enrolling!**

Online **or** in person class options available.

### Class Description

The successful student will learn the basic functions of Outlook including sending and receiving e-mails, sending and receiving attachments, using contacts, creating tasks, and scheduling meetings in the calendar.

### Program Description

This class is part of a series designed for students with minimal computer experience. Each class will feature training in one key application of the Microsoft Office Suite including a class for each of the following: Word, Excel, Outlook, and PowerPoint. These classes are designed to be taken independently of each other. The student may begin with any class in the series and may take the classes in any order.

### Topics Covered

- Microsoft Windows 10
- Microsoft Outlook 2013
- Keyboarding
  - Typing
  - Data Entry

### Expected Student Outcomes

- Achieve competency in Outlook 2013
- Improve Typing and Data Entry Speed and Accuracy
- Demonstrate Excellent Attendance and Punctuality

Led by Experienced MOS Specialist Master Instructor

Visit [www.cprf.org/programs/sact](http://www.cprf.org/programs/sact) to view our current class schedule.