Microsoft Office Application Training
Introductory Microsoft Outlook for the Workplace

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, and Outlook. 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.

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

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

SCHEDULE
10 hours of training in 1 week.
Monday — Friday
11/15 class: 10 AM — 12 PM
11/15 class: 11 AM — 1 PM
Available online or in-person

Enroll now for classes beginning:

2021
November 15

2022
May 23

Led by Experienced MOS Specialist Master Instructor