



# THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

*To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.*

## 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.

**>>>> NOW ENROLLING <<<<**

**Available online or in-person**

Visit [cprf.org/sact](http://cprf.org/sact) to view our current class schedule  
(under "SACT RESOURCES & FORMS")

**Led by Experienced MOS Specialist Master Instructor**



### **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

**It's about employment and independence for people with disabilities. The rest is technology.**

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.  
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