

## Microsoft Outlook 2003 (The Complete Desktop)

### Who is this course for?

This course provides the student with a good understanding of the different features of Outlook 2003 as it is used in a business environment. The course discusses how Outlook can be used as a “desktop” to work more effectively, with emphasis on tools for communication, planning and prioritising.

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| <b>Duration:</b>    | 1 day  |
| <b>Time:</b>        | 9:00 am to 4:00 pm   |
| <b>Cost:</b>        | \$264.00   |
| <b>Class size:</b>  | Class sizes are kept to a maximum of 8 - 10 people to allow for individualised attention |
| <b>Includes:</b>    | Course manual, morning and afternoon tea   |
| <b>Certificate:</b> | A Certificate of Attendance is provided on completion                                    |



### What will you learn in this course?

- email
  - creating and sending a message
  - receiving, replying, forwarding, printing
  - CC, BCC
  - receiving and viewing attachments
  - saving and printing attachments
  - sending attachments
  - junk email and viruses
  - deleted items folder and deleting permanently
  - sent items folder
- contacts
  - creating a contact
  - editing contact details
  - contacts and email
  - printing a contact list
- calendar
  - creating an appointment
  - creating a recurring appointment
  - setting reminders
  - printing
  - weekly, monthly & other views
- contacts
  - creating a contact
  - contacts and email
  - printing a contact list
- tasks
  - creating tasks
  - changing task views
  - completing tasks
  - deleting tasks
- notes

*\*Charge for assessment: \$50.00\**

To register, please complete a Course Registration Form.

Available from:

[www.hb.net.au](http://www.hb.net.au)

Email: [training@hb.net.au](mailto:training@hb.net.au)

Telephone: (07) 4639 4410



**a** 4 Laurel Street, Toowoomba QLD 4350  
**t** 07 4639 4410 **f** 07 4639 4431  
**e** [training@hb.net.au](mailto:training@hb.net.au)  
**w** [hb.net.au](http://hb.net.au)

