

Microsoft Outlook

Duration: 3.5 to 7 hours, depending on your needs

Date : on demand

OVERVIEW

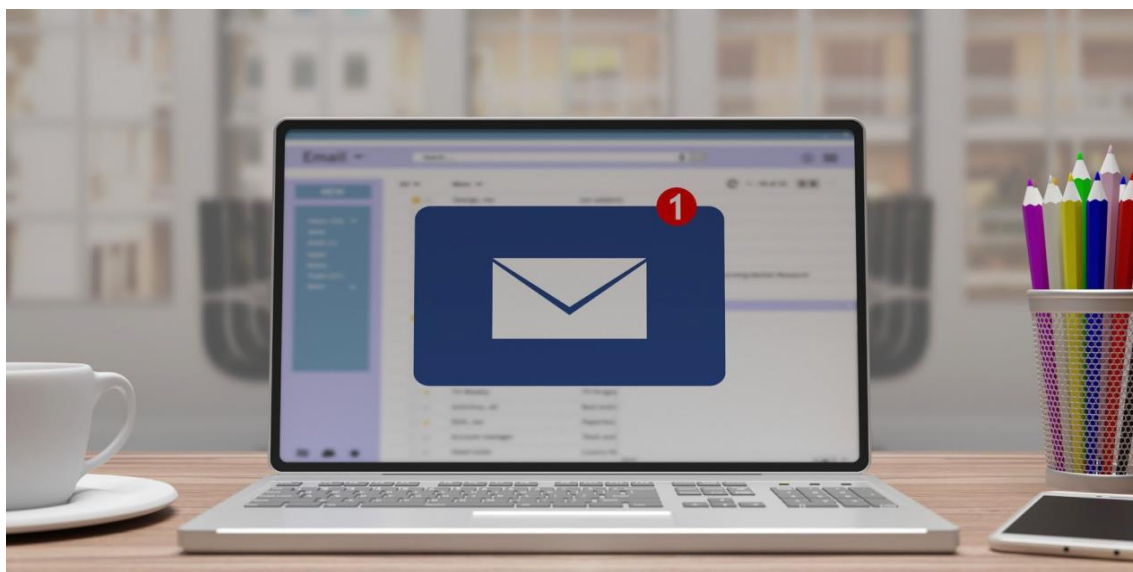
This Microsoft Outlook training program is designed to help you become self-sufficient in managing and sharing your personal and professional information.

You'll learn how to organize your messages effectively, structure your schedule, manage your calendars, and optimize your address book.

With advanced features and best practices, you will boost your productivity and streamline your professional communications.

LEARNING OBJECTIVES

- Be able to manage and share personal and professional information: messages, schedules, calendars, and contact lists



PROGRAMME

General Information

- Environment
- Standard views
- Concept of the ribbon and groups

Messages

- Sending messages
- Receiving messages
- Content of the messages

Calendar

- Viewing different events
- Calendar navigator
- Viewing and printing the calendar
- Scheduling, viewing, and editing meetings
- Recurring events
- Inviting participants

Items

- Item management
- Styles and templates

Inbox

- Printing messages
- Formatting messages
- Automatic signature
- Anti-spam tools
- Message tracking
- Creating rules (message routing, out-of-office manager, etc.)

Contacts

- Address book (global, personal)
- Distribution list
- Contact list

Tasks

- Sorting and organising
- Tracking progress of tasks

Notes

- Create or edit a note
- Manage notes (colour, size, date etc.)

Collaborative work

- Share calendar
- Share folders
- Designate a delegate

Environnement

- Groups
- Shortcuts
- Folders

Customisation

- PST data file
- Data archiving
- View management
- Sorting/grouping/filtering
- Table view
- Timeline view
- Map view

TEACHING METHODES

- In-house or intra-company training
- Virtual or presential
- Highly interactive
- Balanced instruction (50%) / hands-on practice (50%) tailored to skills levels and needs
- Opportunity to work on your own files and projects
- Maximum of 8 participants per session

ÉVALUATION

Evaluation of training impact:

- Short-term impact: at the end of the training
- Long-term impact: 3 months after training

Evaluation of acquired knowledge:

- Self-evaluation with a skills inventory
- Questionnaire at the end of the training

Certificate: EUROBOGEN certificate

For people with disabilities, the organization is committed to providing a space that meets accessibility standards.

PRE-REQUISITES

Understanding the Windows environment

TARGET AUDIENCE:

- General public

CONTACT

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