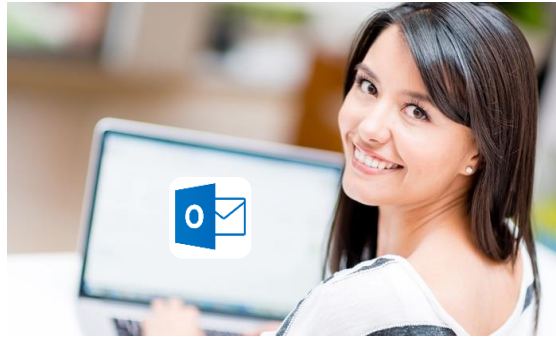


Microsoft Outlook

GET A CERTIFIED DIPLOMA



Microsoft Outlook is the world's most popular application for reading email, managing a calendar and connecting to people, this will teach you basic to advanced features.

Is this the right course for you?

This course is aimed at people who need to send and receive emails, manage personal information and use calendars to organize their tasks. Whether you are a professional or a student, our training will cover all you need to know to become an Outlook power user.

Learning outcomes

Upon completion of this course you will know how to:

- Create new messages.
- Search for mail.
- Save attachments.
- Organize mail with flags and folders.
- Work with contacts.
- Manage your calendar: Create meetings, tasks and notes.

Course Duration & Price

- 1 week of half-day periods.
- The group is limited to a maximum of 6 students.
- 5 sessions: CHF 550
- Chèque Annuel de Formation.

Admission requirement

- Knowledge of Windows 7, 8, 10. Word base.

Certification

To qualify for your official certificate you must pass the final exam.
Participant will receive a certificate of presence.