

Training Provider	Learn Skills	Assessment	Quizzes & Final Exam
Location	learnskills.org	Qualification	Certificate of Completion
Method	Asynchronous Self-paced	Eligibility	Open
Cost	50 EUR		

Outlook 2003 Specialist is a course that presents skills training and assessment of the skill sets that form the Microsoft Office Outlook 2003 Specialist exam. This course provides competency in working with contacts; using e-mail; using instant messaging; managing multiple accounts; setting e-mail options; configuring security settings; creating and managing tasks; working with Calendar items; scheduling appointments, events and meetings; creating and managing notes; and finding and organizing Outlook information.

This e-learning course is suitable for self paced learning, distance learning and blended learning. This is an online training course and uses high quality multimedia with audio to fully engage the user.

Partner

InfoSource Learning is a recognised leader in online training.

Related Courses



<http://lrskills.com/8fsb>