



## Microsoft Outlook 2010

The versatile program is suitable for personal and business environments. It serves the needs of every company for shared work and networking. Microsoft Outlook 2010 is the preferred source for shared communication in the office.

- Getting Started with Outlook
- Identify the Components of the Outlook Interface
- Read an Email Message
- Reply to and Forward an Email Message
- Print an Email Message
- Delete an Email Message
- Composing Messages
- Create an Email Message
- Format a Message
- Check Spelling and Grammar
- Attach a File
- Enhance an Email Message
- Send an Email Message
- Organizing Messages
- Manage Email Messages
- Move Email Messages into Folders
- Open and Save an Attachment
- Managing Contacts
- Add a Contact
- Sort and Find Contacts
- Update Contacts
- Scheduling Appointments
- Explore the Outlook Calendar
- Schedule an Appointment
- Edit Appointments
- Managing Meetings in Outlook
- Schedule a Meeting
- Reply to a Meeting Request
- Print the Calendar
- Managing Tasks and Notes
- Create a Task
- Edit and Update a Task
- Create a Note
- Edit a Note



Participants receive a certificate of completion.

Start Date	Hours	Time	Weeks	Days	Fee
July 26, 2012	10	9:00 am—3:00 pm	1	Thursday & Friday	\$100
Pre-requisites		Information		Registration	
Bookkeeping test and knowledge of Windows		Call 416-658-3101 x216 Email <a href="mailto:techskills@skillsforchange.org">techskills@skillsforchange.org</a>		In person at 791 St. Clair Avenue West Online at <a href="http://skillsforchange.org/techskills">skillsforchange.org/techskills</a>	

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