KJ TRAINING

Outlook Level 2 – Personal Management

What Can You Expect?

This course will provide you with the skills to customise the Outlook environment, calendar, contacts and e-mail messages.

What Is Required From You?

Learners should be familiar with using a mouse and keyboard and comfortable in the Windows environment. A thorough knowledge of Outlook mail is recommended.

Unit Standard Alignment

SAQA ID: 258897   **NQF Level:** 2   **Credits:** 2
US Title: Apply Electronic Messaging and Calendar Application.

Customising Message Options
Modify Message Settings
Modify Delivery Options
Change the Message Format
Create a Contact Group
Insert a Hyperlink
Manage Rules

Organise and Locate Messages
Sort Messages Using Multiple Criteria
Find Messages Using Instant Search
Find Messages Using Multiple Criteria
Filter Messages
Organise Messages
Apply Security Settings to Messages
Manage Junk Email/Block Email

Organising Messages
Manage E-mail Messages
Move E-mail Messages into Folders
Open and Save an Attachment

Managing Contacts
Add a Contact
Sort Contacts
Update Contacts

Scheduling Appointments
Explore the Outlook Calendar
Schedule an Appointment
Edit Appointments
Print the Outlook Calendar

Customise the Outlook Environment
Manually Archive a Folder
Set Automatic Archive Options
Customise the Ribbon
Customise the Quick Access Toolbar
Customise the To-Do Bar
Create and Manage Folders