

## Introduction to Outlook

North East Scotland College

### Venues

Off campus

### Content

This Microsoft Outlook distance learning unit has been specifically designed to provide the knowledge and skills needed for the successful use of Outlook. You will learn simple techniques needed to create mail and schedules, and to keep track of appointments and tasks.

This course covers the following topics:

Recognising the Screen Layout; Using Help; Working with Appointments; Managing Tasks; Using Email; Advanced Messaging Features; Creating Notes; Using Outlook Today; Menus; Working with Contact Lists; Managing Events; Creating and Organising; Creating and Viewing Journal Entries; Applying Filters; Printing Various Outlook Items; Planning Meetings

At the end of the course you will test your knowledge via an end of course test.

### Start Date

Flexible

### Qualification

Other

### Study Method

Distance and Flexible learning

### Course Length

Flexible

### Department

Computing

### Entry Requirements

No formal entry requirements. You will require use of/access to the Microsoft Outlook package

### SCQF Points

«SCQFPoints»

## Progression Routes

ECDL (European Computer Driving Licence) 2016

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Aberdeen City  
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## Website

[www.nescol.ac.uk](http://www.nescol.ac.uk)