

Master Outlook 2007 for Your Business

Why Office 2007?

Many businesses are finding that they are upgrading their Office suite to 2007 either due to a decision by the IT department or by a need to buy new hardware and therefore corresponding new software. The immediate reaction of new users to Office 2007 is one of horror and 'where has that button gone'. Users then tend to use those bits of Office that they used to use without exploring any of the new features or finding easier ways of doing things. This course will take you around Outlook 2007 and help you to understand how you can benefit from the new features, save time and make your life easier.

What is Covered?

We talk to you first to see how you would like to use Outlook 2007 in your business. Normally, the following will be covered at a minimum:

- Use folders and rules to organise your inbox
- Organise your information using colour categories
- Manage RSS feeds in Outlook 2007
- Organise your contacts into groups using categories
- Use templates for frequently sent emails
- Organise your diary by using the calendar
- Manage your priorities by using tasks and the 'To-do' bar
- Delegate work by sending tasks to others
- Create your own signature, specify how you want Outlook 2007 to look and feel.

What Happens?

The package consists of a series of 3 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use Outlook 2007 and what you would like to be able to do. Using a virtual classroom, you can share your screen with your trainer to look around Outlook 2007. You will be provided with exercises to practice the new skills and you have the opportunity to change your own documents if you would like. You will be given How To Outlook 2007 guides after the sessions.

Up to 1 hour of ad hoc support will be available for 3 months following the final session.

Cost?

The cost of the package is £210 including a headset.

Interested?

To book your package, please contact

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