

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 training will introduce you to some time management techniques while exploiting the functionality of Microsoft Outlook 2007.

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:

- *Inbox*
Use folder and rules to control your inbox, create templates for emails you send frequently, create signatures, examine when you check your emails and how long you spend on your email. Manage RSS Feeds.
- *Tasks*
Use tasks to capture your 'to do' items, integrate with your inbox and calendar, delegate by sending work to others.
- *Calendar*
Ensure you schedule your time appropriately
- *Contacts*
Keep an updated contact list, track conversations, meetings and phone calls, group contacts using categories

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 £180 including a headset, guides, exercises and support.

Interested?

To book your package, please contact

mary@concisetraining.net

07799 634835

01865 522658

www.concisetraining.net

© Concise Training 2009