



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office Outlook 2010 Level I – Essentials Training

Students will learn to manage communication using Microsoft Outlook. Including in this course, students will learn task and time management, send mail, respond to messages, organize email messages into folders, manage contacts and contact information, schedule appointments and meetings.

- Getting Started with Outlook
- Composing Messages
- Organizing Messages
- Managing Contacts
- Scheduling Appointments
- Managing Meetings in Outlook
- Managing Tasks

.....more detailed outline is available, please e-mail or call!

Pre-requisites: Basic Windows experience or equivalent experience

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – to – One Instruction in Available

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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