



## Advanced Outlook 2016

### OVERVIEW

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Outlook 2016 more effectively. Enhance your communication skills and increase productivity at your home or workplace. This short course covers all aspects of Outlook 2016 and then looks at more advanced topics such as:

- Rules
- Collaborating with other users
- Quick steps
- Conversation mode and sharing calendars
- Organising email messages
- Scheduling meetings
- Creating and managing task requests.

### COMPULSORY UNITS

NA227 Advanced Outlook 2016

### SELECTABLE UNITS

Additional selectable units may apply.

### CERTIFICATION

By successfully completing this course you will receive a Statement of Attendance.

### CAREERS

Completing this course and advancing your skills may increase your opportunities for employment in an administration role.

AQF CODE	N/A
COURSE CODE	NA08OUTLOOK
COURSE TYPE	Short Course

## DELIVERY METHODS

- On-campus – The majority of teaching and assessment is conducted on-campus

## LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

## DURATION

1 session (3 hours)

## DELIVERY SCHEDULE

Our Microsoft Training courses will be running again at Wodonga TAFE in 2019. Please register your expression of interest and we will keep you updated with course dates and times.

## REQUIREMENTS

There are no formal entry requirements. This course is available to all, though we recommend you have some significant experience with Outlook.

## FEES

Fee For Service \$99.00 (Tuition \$99.00, Materials \$0.00)

## FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

## HOW TO APPLY

Apply via the 'Enrol and pay online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly Customer Service team on 1300 69 8233 or email [info@wodongatafe.edu.au](mailto:info@wodongatafe.edu.au)