

CIST 1239 : MS Office Specialist-Outlook

Provides the fundamental, intermediate, and advanced Microsoft Outlook competencies to provide the user with the skills necessary to obtain expert user certification. Topics include using Outlook 2000 Mail to communicate with others inside and outside your company, to manage your mail, navigating through Outlook, using calendar, using task, and using contacts and notes. Integrate Office applications and other applications with Outlook 2000 components

Credits 3