



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

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MS OUTLOOK

COURSE CONTENT



INTRODUCTION TO OUTLOOK

Introduction, configuring an outlook Account, Introduction To outlook 2007, User Interface, Arranging Items Inside The contents Pane, Setting the current View, Performing an Instant search, Backup Outlook Data, Archiving Outlook Data

Working With MS Outlook 2007

Introduction, Composing and Sending message, Reading Messages, Printing E-Mail, Message Replying to a Message, Forwarding a message, Cleaning up the mailbox, Setting Rules in outlook, Managing Contacts

