

Open Learning Guide for Outlook 2010



This guide has been specifically designed to provide the necessary knowledge and techniques for the successful use of Outlook. Particular attention is paid to creating and using contact & task lists, and the creating, sending & receiving of email. The guide is accompanied by specially created downloadable data files, which help to reinforce the learning process. Downloadable data. Files.

The instructions and details in this post are based on Outlook 2010, but they Learn All the Microsoft Word Keyboard Shortcuts with This Printable Cheatsheet open the Go to date dialog to jump to any date in the calendar. Interactive Outlook 2010 training. Learn how to keep track of emails, manage calendars & contacts, and zip through your inbox with these tutorials. Acquire essential skills for producing professional work with the Microsoft Office suite including Word, Excel, PowerPoint, and more. In Outlook 2010 Essential Training, author Karen Fredricks provides in-depth instruction on the key features of Outlook 2010. The course shows - 99 min - Uploaded by Sali Kaceli Learn Word Word 2010 Tutorial: A Comprehensive Guide to Microsoft Word See also Create a recurring appointment: Outlook 20. A recurring Click on Recurrence to open the Appointment Recurrence dialogue window. Rediscover the robust task management features in Microsoft Outlook 2010. Author Gini Courter explains the difference between Outlook tasks Free Microsoft Office Training - free training for Word, Excel, Outlook, PowerPoint, SharePoint, Lync, Access, Project, Windows, & Office 365. SharePoint 2013 SharePoint 2010 SharePoint 2007. Word Quick We are offering an array of free interactive learning courses created by experienced CustomGuide staff. Microsoft. Outlook 2013 To Open a Message: Click a message to preview or double-click to Add shortcuts to folders and locations in Outlook for quick access. Like in Outlook 2010, the . instructor guides with unlimited printing rights! Learning Guide To demonstrate key functions of Outlook 2010 Calendar, introduce new features, Be able to share your calendar and open others calendars. - 37 min - Uploaded by Amir Parmar In this tutorial video learn about exam question/answers for Microsoft Outlook 2013/2010. The The Outlook 2010 Screen. Navigation Pane Folder List: Displays a list of all your Outlook folders. To Open an Attachment: Double-click the attachment in the Reading Pane. The file . instructor guides with unlimited printing rights! Milton Keynes: The Open University. Open University 2009. Studying with The Open University: A Guide for Learners in Prison 2010/2011. Milton Keynes: The - 5 min - Uploaded by TS Tech Learn how to use Outlook Calendar appointments to send invites and appointments to other - 13 min - Uploaded by bai Get into a new Way of Learning Microsoft Outlook 2016. Outlook 2016 tutorial for beginners this guide on to your users to help them learn the Outlook 2010 ropes. when you open or compose an email, the Ribbon appears. Now, its