

# IAA37 Microsoft Outlook Introduction Skill Set

National ID: IAA37 | State ID: IAA37

## About this course

### Need to boost your email skills?

This course provides new email users with a basic understanding of Microsoft Outlook 2013. The skills acquired in this course assist users in managing email accounts, scheduling appointments, and keeping track of contact information.

### Participants will learn how to:

- Navigate through Outlook 2013
- Create, send and receive email messages
- Competently work with file and item attachments
- Use message flags and reminders
- Address junk email
- Utilise the calendar feature
- Create and work with contacts and tasks




By proposal, this course can be customised to suit individual and business needs, and can also be delivered off-campus.

## Overview

### Semester 1, 2020

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#### 13 March, 2020

-  Duration: **1 Day**
-  When: **Semester 1, 2020**
-  How: **Face-to-face classroom delivery**

## Units

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This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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## Core

National ID	Unit Title
BSBITU213	Use digital technologies to communicate remotely

## Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).



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Western Australia.*

**Please note, fees are subject to change.**



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