



2913 Saturn Street Suite G. Brea, CA 92821  
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MS Outlook (In-Home Training)

18 Hours

**Objective:** This program prepares students to get familiar with Outlook

## Course Syllabus

Course covers several items including but not limited to the following

- Getting started with Outlook
- Outlooks Address book
- Getting organized with folders
- Getting Organized with outlooks calendar, tasks and notes

## Cost of In-Home Training Courses

- **Cost**      **\$2,569**
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## Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Outlook 2016 Essentials Quick Reference Guide
- Typing Software
- Voice Recorder
- USB Drive
- Webcam
- 2 Pens
- 2 Pencils
- 1 Highlighter
- 1 Notepad

Instructor will meet the student in person on each session (100% In-Home) or provide online training (100% remote) or provide hybrid (in-home and online 60-40) blended training.

Cost mentioned herein is based on 100% onsite training some discount may be available for 60-40 In-home or 100% Remote. On some occasion additional charges may apply, ask for details.