



# SOUTERS®

Business and Office Skills Training Specialists

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## OUTLOOK COURSE

### DESCRIPTION

Microsoft Outlook is key part of the majority of office roles; it is particularly important for PA and Admin jobs. The ability to use Outlook's email and diary systems is important to the majority of admin roles or any clerical function. However, for a PA, Outlook is fundamental because it is used to manage email and diarise the agenda of a manager or indeed several managers.

Souters' Training is a **Microsoft Certified Academy**, which offers **Microsoft Certification**. Our training uses the very latest technology in interactive training.

Our certification comes from Microsoft itself, so it has international recognition.

We can also offer Microsoft Assessment and Certification to clients who just want to get their skills certified and are not requiring tuition. Find out how to book your assessment only, following this hyperlink [Certiport Exams](#).

### OBJECTIVE

To give students proficient Outlook Skills with advanced Outlook as an option.

### COURSE CONTENT

Here are the Syllabus downloads: [COURSE OUTLINE](#)

### BENEFITS

A one unit module in Outlook 2007, 2010 or Outlook 2013. This is at beginner and proficient levels. If you would like Advanced level training, this is available as a supplement.



## DATES AND DURATION

One month training at our Academy. It is also possible to study at home if it is more convenient. Please note that centre based training is available during office hours (evenings, weekdays and Saturdays). In-house training has **live tutors on site** to provide guidance and assistance where needed.

You can study as intensely as you like, or part-time so you can fit in with your busy lifestyle. You can study at home for **up to 3 months**, by when you will need to arrange to take your assessment.

## COURSE REQUIREMENTS

Beginner level course is supplied, so no entry requirements.

## BENEFITS

**Microsoft Certification** is internationally recognised. We can offer this as an official Microsoft Certified Academy.

Our course structure was written to help people attain Microsoft Certification.

Our course is flexible so it can be completed both at our Certified Training Centre or at home.



## Outcome

Souters' Certification in Microsoft Outlook for successful completion- Certiport Global Certification available as a supplement

