

Microsoft Outlook Essentials For The Workplace

Course Overview

\$120

This essential course is designed to provide you with the knowledge and understanding of basic Microsoft Outlook functions. In this course, you will learn how to set up an Outlook email account, access advanced email tools, set up and adjust calendar items, and manage and organize contact lists.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Select sections of CEMA 160 course may be eligible for the future skills grant. Learn more about eligibility and how to apply for funding by visiting cnc.bc.ca/futureskills.

**7 hours
offered in-person**

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2023F CEMA 160 101

October 31, 2023

Tues | 8:00am - 4:00pm

Registration recommended by
October 23, 2023

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for Registration Online Form; and/or
Sponsor an Employee Form

FOR MORE INFORMATION:

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School of Access
& Continuing Education