

Intermediate Outlook Email and Calendar (Part-Time: e-Learning)

Intermediate Outlook Email and Calendar

Course Content:

- Tabs
- Creating and replying to emails
- Forwarding emails
- Attaching files to emails
- The Outlook calendar

Entry Requirements

None

Career Prospects

Intermediate Outlook Email and Calendar will enable you to use your email and calendar with confidence

Assessment

None

STUDY MODE

SC

LOCATION

Newtown College - 0330 818 8100

COURSE LENGTH

2H

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chwaraeon Llandarcy
Canolfan Ragoriaeth Adeiladwaith Maesteg
Coleg Castell-nedd
Coleg Y Drenewydd
Coleg Pontardawe
Canolfan Adeiladwaith Abertawe

Afan College
Brecon Beacons College
Llandarcy Academy of Sport
Maesteg Construction Centre of Excellence
Neath College
Newtown College
Pontardawe College
Swansea Construction Centre

