

# Intermediate Outlook Email and Calendar (Part-Time)

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

Brecon Beacons 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



☎ 0330 818 8100

✉ [enquiries@nptcgroup.ac.uk](mailto:enquiries@nptcgroup.ac.uk)

🌐 [www.nptcgroup.ac.uk](http://www.nptcgroup.ac.uk)

📱 📧 📺 📷 📹 📺 📺