Use Personal Productivity Tools
ICAICT107A

WP: WATSONIA PUBLISHING

Microsoft Outlook 2010

INFOCUS COURSEWARE

Curriculum Series ICT11

Order Code: INF908   ISBN: 978-1-921939-38-9

❖ **General Description**

The skills and knowledge acquired in *Use Personal Productivity Tools ICAICT107A* are sufficient to be able to use the features and components of a personal productivity tool, including personal digital assistants (PDA's) or computerised personal organisers.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ gain an overview of the benefits of email
➢ start *Outlook 2010* and navigate the various features
➢ create and send email messages
➢ receive emails in your *Inbox*
➢ competently work with file and item attachments within email messages
➢ use the search facilities to locate messages and other *Outlook* items
➢ work with the *Calendar* feature in *Outlook*
➢ schedule appointments and events in your calendar
➢ schedule meetings using *Microsoft Outlook*
➢ create and work with contacts
➢ monitor and manage your contacts within *Outlook*
➢ create and work with tasks
➢ create and work with task requests

❖ **Target Audience**

Use Personal Productivity Tools ICAICT107A is designed for individuals who perform a range of routine tasks in the workplace. They use fundamental knowledge and skills to perform tasks using personal productivity tools under direct supervision or with limited responsibility.

❖ **Prerequisites**

Use Personal Productivity Tools ICAICT107A assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

143 pages

❖ **Student Files**

Many of the topics in *Use Personal Productivity Tools ICAICT107A* require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is *INF908*.

❖ **Includes**

This *Unit Workbook* includes:
✓ Competency unit mapping
✓ Complete and comprehensive learning resources

❖ **Formats Available**

❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence
❖ Available also as a *Reference Booklet* (Product Code: *RB - INF908*)

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