



MOS MICROSOFT OUTLOOK 2007 COURSE



The **MOS (Microsoft Office Specialist) Microsoft Outlook 2007 Course** will help students to master Microsoft Outlook 2007.

The course is ideal for beginners and takes users to an advanced level of proficiency. Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Outlook 2007 exam (70-604).

This Microsoft certification credential demonstrates proficiency in the newest standard of the world's foremost desktop computing applications. MOS certifications are primarily for anyone who uses Microsoft Office programs as a vital part of their job functions. These certifications cover the entire Microsoft Office Suite.

Please Note: This course is not compatible with Apple Mac Computers.

The Course Consists of the Following Items:

- A four-colour, tri-fold, six-sided Course Card
- Officially endorsed MOS Courses books with accompanying CD Rom's containing exercise files
- An additional interactive CBT Course CD covering the MOS syllabus
- Online CertBlaster Exam Preparation Software

➤ **MOS Outlook 2007 Course Card:**

Access the most important information you need quickly and easily with this new four-colour, tri-fold, six-sided Course Card! The Course Card contains vital information for both basic and advanced skills and offers something for students of all levels.

➤ **MOS Outlook 2007 Basics Course Book:**

This course book covers the basic functions and features of Outlook 2007. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

The following topics are covered by this lesson: Getting Started; E-Mail; E-Mail Management; Contact Management; Tasks; Appointments & Events; and Meeting Requests & Responses.

➤ **MOS Outlook 2007 Intermediate Course Book:**

Students will learn how to customize Outlook and work with address books. They will search and filter mail folders, and apply and customize categories. Students will also work with personal, public, and offline folders. Finally, students will organize folders and set rules.

The following topics are covered by this lesson: Customising Outlook; Customising Messages; Organising Items; Folders; and Organising Mail.

Price:
£150.00

Instalment Options:

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £60.00, followed by 3 monthly payments of £30.00.

Course Format:

Course Books, CD Rom & Online Exam Preparation Software

Assessment:

Microsoft MOS Examination

Approximate Study Time:

100 Hours of Self Study

➤ **MOS Outlook 2007 Advanced Course Book:**

Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms.

The following topics are covered by this lesson: Mailbox; Notes & journal Folders; Calendar & Contacts; Collaboration Features; & Templates & Forms.

➤ **CBT Course CD Rom:**

An interactive CBT CD Rom Based course covering the syllabus is included as an alternative to the paper-based materials.

➤ **CertBlaster Online Exam Preparation Software**

The course also comes with DTI Publishing's Online CertBlaster exam preparation software absolutely free. CertBlaster covers mock examination questions in multiple choice or multiple answer formats. This software is the perfect addition to help prepare for your exam.

Pre-Requirements:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Outlook 2007 to complete the course.

Course Duration & Support:

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our email support. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

Assessment:

Assessment is in the form an MOS Examination. Examinations are in a multiple choice/multiple answer format.

Qualification:

On Completion of Course, you can apply for your **Microsoft Outlook 70-604 Examination**.

Examinations must be sat at a registered Certiport testing centre. Exam Vouchers can be bought directly from Prodigy UK for £65.00 and you can locate testing centres and schedule appointments on their Website: www.prodigyuk.co.uk.



Please Note: Exam Centre's will usually charge an additional proctoring fee (Approximately £20.00) for sitting exams.