Course Information

Course Name: **MS-Outlook Program**

Institute/Centre: Port Training Institute   **Course Code:** C18

Type: √ Program   ❑ Course   ❑ Workshop

Course Duration: ❑5 Days   √ 3 Days   ❑ 1 Days   ❑ Other

Course Conducted: √ Local   ❑International   Indicate: A.R.E
Course Venue: Anywhere

Course Language: ❑ English   ❑ Arabic   √ Both   ❑ Other

Course Description

Course Outlines:
1. Introduction to Outlook Basics
2. Using Calendar Contacts and Appointments
3. Creating Tasks and Sending - Receiving Mails and attachment

Course Objectives:
- Using MS-Outlook to organizing daily office tasks as appointments, visits and E-mails.

Course Includes: √ Theoretical   ❑Fire Training Module   √ Laboratory
❑Workshop   ❑Site Visit

Course Prerequisites: Windows Operating System

Who Should Attend: Secretary Administration

No. of Participants/Course: ❑ 5-10   ❑10-15   √ 15-20   ❑Other

Qualifications of Participants:
- Intermediate Degree (minimum) with secretary experience.

No. of Lecturer: √1   ❑2   ❑ 5

No. of Assistance: ❑1   ❑2   ❑3

Course Facilities

√ White Board √ V. Projector √ Data Show √ PC ❑ Manual
❑ Books √ Handouts ❑ Flip Charts ❑ S/W ❑ Other

Course Evaluation

❑ Written Examination ❑ Written Report(s) ❑ Oral Presentation √ Attendance
❑ Delegates Participation

Certificate Issue:
❑ Local Premises √ AASTMT ❑ International

Course Registration

√ Admission and Registration

Department at the Port

Registration: Training Institute ❑ Online ❑ Other

Beside Gate No. 27 - Outside

Customs Area, Alexandria Port

Documents Required: √ Registration Form √ ID/Passport Copy √ Photo