



WINTER PARK TECH

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Windows Vista / Email using MS Outlook

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Course Description:

Microsoft Windows Vista is the most significant upgrade since the introduction of Windows 95. The enhancements to Windows Vista includes a new look, increased reliability and security and much more.

This is a hand on class designed for users with no prior knowledge of the Windows Vista or an early version of Windows or sending and receiving Email. The primary objectives of this course are to acquaint you with Windows and the email. You will be able to send and receive email and attachments in the classroom.

Text:

Windows Vista/ Email using Outlook

Suggested Prerequisites:

No prior experience need

Topics to be addressed:

Introduction

Exploring Your Computer

Modifying System Settings

Creating and Using Shortcuts

Working With Windows Vista Application

Managing Your Files

Using Windows Vista Accessories

Conclusion

How Electronic Mail Works

Appropriate Use of Electronic Mail

Manipulating and Managing Mail Message

Email Options and Attachments

Sending and Receiving Mail Messages

Conclusion