

MO-400 – Microsoft Outlook (Outlook and Outlook 2019)

Microsoft Official Course

MO- 400 Microsoft Outlook (Outlook and Outlook 2019)

About this Course:

The course covers the ability to enhance professional correspondence, create calendars, and schedule appointments. Application examples include coordinating building resources, sending messages for marketing campaigns, planning staff meetings, and assigning meeting action items.

Course Goals/Skills:

- Manage Outlook settings and processes
 - Manage messages
 - Manage schedules
 - Manage contacts and tasks
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Course Format:

<input type="checkbox"/>	<input type="checkbox"/>
Присъствен (Classroom) Курс в Учебната ни зала или В Офис на Клиент	Онлайн (Online/Virtual) Курс във виртуална зала с инструктор

Course Language Option

<input type="checkbox"/>	<input type="checkbox"/>
Български (Bulgarian)	Английски (English)

You can choose the language in which the training will be conducted – Bulgarian or English. All our instructors are fluent in English.

Student Guides:



The training materials are available in electronic format. They can be used online / offline on any device. Lifetime access.

Lab Environment:



Each student has their own lab environment where the exercises are conducted, part of the course. You do not need to install software on a computer or special hardware requirements.

Participants in a face-to-face format in our Training Center have an individual computer during the training.

At Course Completion:



Lifetime Access - Video
Archive 24/7



Certificate of Course
Completion

Lifetime access to a video archive with recording of each individual lecture.

Official internationally recognized certificate for completed training course.

Course Duration:



- 2 working days (09:00 – 17:00)
or
- 16 hours training (theory and practice) in non-working

hours lasting 2weeks

Saturday and Sunday 10:00 – 14:00, 14:00 – 18:00, 18:00 – 22:00

Monday and Wednesday 19:00 – 23:00

Tuesday and Thursday 19:00 – 23:00

Payments:



An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

Next Course:

■ Notice

There are no upcoming events.

For more information, use the contact format. We will contact you to confirm the data.

Prerequisites:

- Familiarity with using a personal computer, mouse, and keyboard.
 - Comfortable in the Windows environment.
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This Class will teach you how to pass the following exams:

Exam MO-400: Microsoft Outlook (Outlook and Outlook 2019)