Personal & Professional Development Training

Microsoft Training Course

Document and email management - managing information overload

Can you find what you're looking for?

21st October 2024

What's covered?

Dos and don'ts of information management
Naming conventions and protection of information
Get organised and declutter
Email etiquette
Tips to prevent email overload
Inbox and diary management tips
Customise Outlook and Windows and get the most out of your computer
Discover hidden features to improve your efficiency and increase productivity
Save time by learning numerous tips and shortcuts

Delivery details

Two-hour seminar including time for Q&As
Demo using Office 365 and Windows 10

Disclaimer

Suitable for Office 2010, 2013, 2016, 2019 and Microsoft 365 and Windows 11 users.
Apple Mac users are welcome, but please note the seminar is developed for PC desktop and laptop users.
This is more of a 'show and tell' training, laptops are not required on the day.

Price £45+VAT per person.

The payment of £45+VAT will be invoiced at the time of booking. One hundred per cent cancellation fees will apply from 28 days prior to the workshop. In the unlikely event that we cannot hold a course, we will offer an alternative date or a refund.

For further information, contact Anne Blyth, Conference & Events Manager
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