



Microsoft Outlook Training Courses

Creative Mentor Training provides Microsoft Outlook Training for people of all skill levels. Our Microsoft Excel courses are the perfect way to gain the skills needed to create and manage emails, calendars, tasks, contacts and notes. Our Microsoft Outlook courses are both hands on and practical, we have you working away using the skills you have learned for the entire duration of the course. There is even time for some one on one attention in class.

Things you need to know

- Free course re-sit on all introductory and advanced public training
- Comprehensive online resources including documentation and video tutorials
- Free after course support via phone and email
- Take your course on your choice of Mac or PC computers
- We never cancel scheduled training courses
- Class time: 9am - 4:30pm
- Average class size 3-5
- All students receive a certificate on completion

Custom Training Solutions

- We can also arrange training on-site at your workplace
- Custom training solutions can be arranged based entirely on your company
- We provide training solutions for large groups

Outlook 2010 / 2007



Our Microsoft Outlook 2010 / 2007 training is perfect for anyone who needs to better manage emails, calendars, tasks, contacts and notes. Our Microsoft Outlook 2010 / 2007 courses are a great way to increase day-to-day productivity within your organisation.

Course Duration: Level 1, 2 - 1 Day Each
Class Time: 9am - 4:30pm
Class Size: 6 Students Max

\$400 + GST | Per Level

Outlook One-on-One



Exclusive personalised Outlook training is right at your finger tips. Our one-on-one training allows you to learn Outlook on your own terms. One-on-one training allows you to have your very own trainer alone so you can concentrate on your needs entirely and directly with your workflow.

Course Duration: 1 Day | 9am - 4:30pm
Class Size: 1 Student Max

Cost: \$890 +GST

Outlook 2003

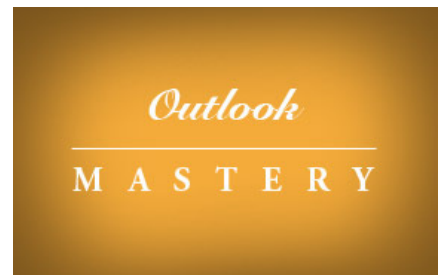


Creative Mentor Training provides Microsoft Outlook 2003 training ideal for people looking to increase increase day-to-day productivity. Our Microsoft Outlook 2003 courses make managing emails, calendars, tasks, contacts and notes easy.

Course Duration: Level 1, 2 - 1 Day Each
Class Time: 9am - 4:30pm
Class Size: 6 Students Max

\$400 + GST | Per Level

Outlook Mastery



Want to become an Outlook Master User? Our Outlook Mastery course combines our one day Outlook Level 1 Training, one day Outlook Level 2 training and a personalised one day one-on-one training session into this very affordable discounted package that will ensure you are at your best.

Course Duration: 3 Days | 9am - 4:30pm
Class Size: 6 Students Max

Cost: \$1690 +GST