



INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

MICROSOFT OUTLOOK 2007 LEVEL 1

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Course No. CO383 **Date: Tues. April 13**
Course No. CO383B **Date: Tues. May 25**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Overview

In this course, students learn how to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. At the completion of this course, you will be able to:

- identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- compose messages.
- use folders to organize messages.
- manage contacts and contact information.
- schedule appointments.
- schedule meetings.
- create and edit tasks.

REGISTER NOW!

**Call Chester County Night School:
610-692-1964**

**Or register online at:
www.chestercountynightschool.org**

*Classes are held at:
Springhouse Computer Corp.
Eagleview Corporate Center
770 Pennsylvania Ave., Ste. 120
Exton, PA 19341*

Please Note: As a priority partner with Springhouse, we offer these great rates on many Springhouse classes ... but to qualify, you must register through **Chester County Night School.**

Come grow with us through Lifelong Learning --
call 610-692-1964 today!



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