

Learning Tree Course Agenda

Microsoft Outlook®: Taking Control of Your Time, Tasks and E-mail (course 1310)

COURSE HOURS

		<u>Start Time</u>	<u>End Time</u>
Day 1	Registration	8:00 a.m.	9:00 a.m.
	Instruction	9:00 a.m.	4:30 p.m.



We're here to help!
If you have any questions,
please call **1-800-843-8733**

Visit our Web site at
www.learningtree.com