

An introduction to emails, CPA Intranet and internet

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below or please enquire

Why choose this course?

This course is designed for workers who are beginners at using a computer and want to learn how to use emails, CPA intranet and the internet.

What content does the program cover?

The course covers

- Creating, sending and formatting messages in Outlook
- Using address book in Outlook
- Creating folders and organise your messages in Outlook
- Using categories and flags
- Setting-up auto signatures
- Accessing CPA intranet
- Accessing the internet

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

Duration: Half a day

Where can I get more information?

Contact: The Training Alliance team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.