

## Dauphin County Technical School

# MICROSOFT OUTLOOK & POWERPOINT



**Dauphin County  
Technical School**

**Adult and Continuing  
Education**

**6001 Locust Lane**

**Harrisburg, PA 17109**

**Phone: 717-652-3170,  
x7445**

**Fax: 717 – 901-6766**

**E-mail:  
workforcedev@dcts.org**

### Course Information

Basic functions and features of Outlook will be reviewed to include email management, contacts, tasks, appointments and events, and meeting requests. Some advanced outlook features will be covered such as customizing messages, mailbox organization and management, organizing items, notes and journals, and collaboration.

The PowerPoint component of the course will be an introduction to PowerPoint, adding and formatting text, customizing presentations, working with shapes and pictures, outlining proofing and printing, and delivering a presentation.

**Mondays and Wednesdays**

**5:30 – 9:00 pm**

**April 9 – April 18, 2018**

**COST: \$140**

### Registration

1. Complete the DC Tech Adult and Continuing Education application at [www.dcts.org](http://www.dcts.org) under the Adult Education link.
2. Send the application with payment to Dauphin County Technical School (check, money order, Visa or Master Card) to:

Dauphin County Technical School  
Adult and Continuing Education  
6001 Locust Street  
Harrisburg, PA 17109

**Or FAX TO 717-901-6766 AND THEN CALL TO MAKE PAYMENT  
(SEE PANEL ON THE LEFT)**

**MASTER CARD OR VISA ACCEPTED**

3. Registration is not confirmed until payment has been received.