

## Office 2010 - eLearning User Guide for Level 2 & 3 Modules

### An example of how to access Office 2010 E-Learning Level 2 and 3 Modules

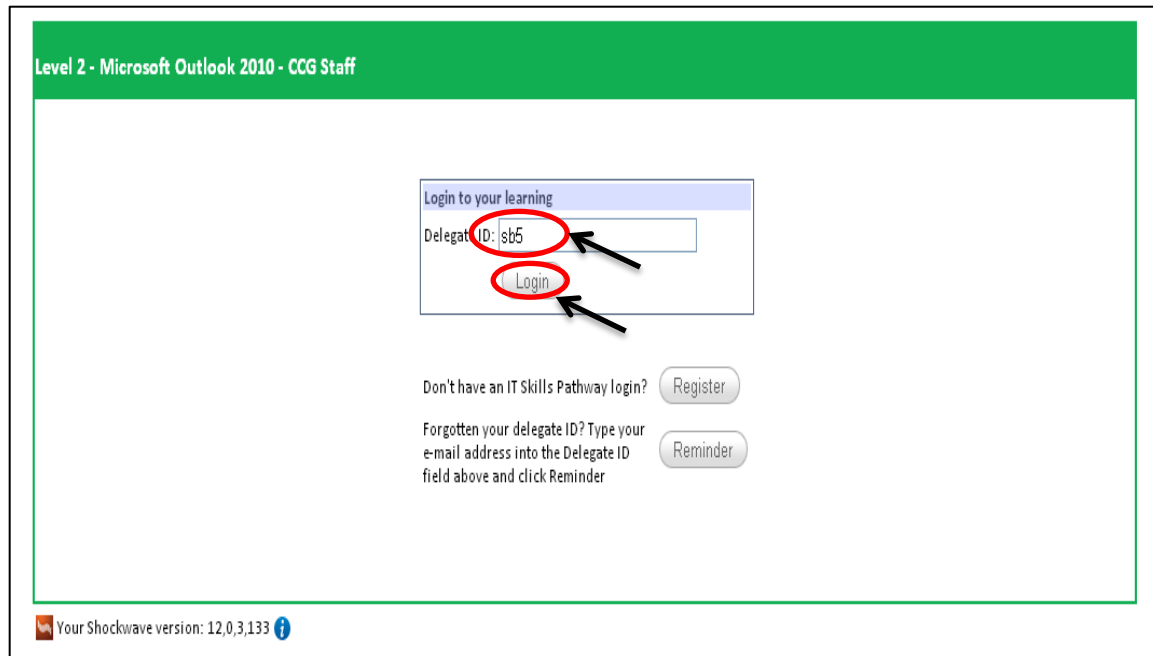
**Please note:** You will find that the log in windows for Level 1/Intro for Excel, PowerPoint and Word are similar to the Office Essentials log in please refer to the Office Essentials Hand-out.

Please click this link to take you to the log in window for Outlook 2010 – Level 2.

<http://www.itskills.nhs.uk/tracking/learn.aspx?CentreID=181&CustomisationID=5867>

The log in windows for Levels 2 and 3 for Outlook, Excel, PowerPoint and Word are shown below:

1. To login enter your delegate number in the Delegate ID box as shown below and click **Login**



ICT Business Support	Microsoft 2010	
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2. Menu window, click on the + sign to expand the topic list

**Tool tip:** Hover over the icons for explanations – the icons offer a topic list per module, a video explanation of the topics, interactive e-learning and information.

**IT SKILLS PATHWAY**  
Learning Menu

Norfolk and Suffolk Foundation Trust

Level 2 - Microsoft Outlook 2010 - CCG Staff

expand all collapse all

Module Name	Progress	Help	Video	Interactive	Info
Introducing Outlook	0% complete 0 mins (average time 34 mins)	ⓘ	▶	▶	ⓘ
Explore the Outlook modules	Not started 0 mins (average time 3 mins)	ⓘ	▶	▶	ⓘ
Use the Navigation Pane	Not started 0 mins (average time 4 mins)	ⓘ	▶	▶	ⓘ
Use the To-Do Bar	Not started 0 mins (average time 4 mins)	ⓘ	▶	▶	ⓘ
Create an email	Not started 0 mins (average time 5 mins)	ⓘ	▶	▶	ⓘ
View and read emails	Not started 0 mins (average time 3 mins)	ⓘ	▶	▶	ⓘ
Respond to emails	Not started 0 mins (average time 6 mins)	ⓘ	▶	▶	ⓘ
Categorise items	Not started 0 mins (average time 5 mins)	ⓘ	▶	▶	ⓘ
Flag an email	Not started 0 mins (average time 4 mins)	ⓘ	▶	▶	ⓘ
Writing and sending emails	0% complete 0 mins (average time 33 mins)				
Managing emails	0% complete 0 mins (average time 49 mins)				
Using the Calendar	0% complete 0 mins (average time 38 mins)				
Working with Contacts	0% complete 0 mins (average time 23 mins)				
Using Tasks	0% complete 0 mins (average time 22 mins)				
Using Notes and the Journal	0% complete 0 mins (average time 7 mins)				

**Overall Progress**  
Course Status: INCOMPLETE

To complete this course, you must achieve 0% in the diagnostic assessment and complete 100% of the learning materials

Your Shockwave version: 12,0,3,133 ⓘ

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