

Course Outline

Microsoft Outlook Beginner



Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course covers the basic functions and features of Outlook 2013. After an introduction to Outlook's window components, students will learn how to read and send email messages using several methods. Then they will learn how to manage email messages and attachments, configure message options, and use basic search functions. Students will also learn to manage contacts and contact groups, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests. This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2013 (exam 77-423). For comprehensive certification training, students should complete the Basic and Advanced courses for Outlook 2013. We also provide an online test preparation application for this course.

Topics Covered:

- Unit 1: Getting started
 - Topic A: The program window
 - Topic B: Outlook Today
- Unit 2: E-mail basics
 - Topic A: Reading messages
 - Topic B: Creating and sending messages
 - Topic C: Working with messages
 - Topic D: Handling Attachments
 - Topic E: Printing messages and attachments
- Unit 3: E-mail management
 - Topic A: Setting Message options
 - Topic B: Organizing the Inbox folder
 - Topic C: Managing Junk email
- Unit 4: Contacts
 - Topic A: Working with contacts
 - Topic B: Address books
 - Topic C: Using contact groups
- Unit 5: Tasks
 - Topic A: Working with tasks
 - Topic B: Managing tasks

- Unit 6: Appointments and events
 - Topic A: Creating and sending appointments
 - Topic B: Modifying appointments
 - Topic C: Working with events
 - Topic D: Using Calendar views
- Unit 7: Meeting requests and responses
 - Topic A: Scheduling Meetings
 - Topic B: Managing meetings