

Microsoft Office 2016 Outlook – Basic Series!

Description

This course provides students with the knowledge and skills to utilize Microsoft Outlook 2016 to format messages, work with attachments and illustrations, customize message options, organize messages, manage your contacts, work with the Calendar, and work with tasks and notes.

Course Modules:

Module 01: Getting Started With Outlook 2016

(Duration: 1h 5m)

1. Workbook
2. Topic A: Navigate the Outlook Interface
3. Email Addresses
4. Outlook 2016
5. Outlook's Place in Office
6. Desktop Application or Mobile App
7. The Office 365 Portal
8. Components of the Outlook Interface
9. Components of the Ribbon

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10. Outlook Ribbon Tabs
11. The Backstage View
12. The Backstage View for an Email
13. Mail
14. Read and Unread Messages
15. Calendar
16. Contacts
17. Tasks
18. Notes
19. Peeks
20. Demo – Navigating the Outlook 2016 Interface
21. Topic B: Work with Messages
22. The Message Form
23. Message Form Tabs
24. Demo – Creating and Sending an Email
25. Message Response Options
26. Inline Replies
27. Demo – Reading and Responding to an Email
28. Print Preview
29. The Print Dialog Box
30. Demo – Printing an Email Message
31. The Deleted Items Folder
32. Demo – Deleting Email Messages
33. Microsoft OneDrive for Business
34. Outlook on the Web
35. Topic C: Access Outlook Help
36. Tell Me
37. Outlook Help
38. Chapter 01 Review
39. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 02: Formatting Messages

(Duration: 27 m)

1. Workbook
2. Topic A: Add Message Recipients
3. Global Address List
4. MailTips
5. Demo – Using the Address Book when Composing a New Message
6. Topic B: Check Spelling and Grammar
7. AutoCorrect
8. The Spelling and Grammar Dialog Box
9. Demo – Checking Spelling and Grammar in a Message
10. Topic C: Format Message Content
11. Message Formats
12. Paste Options
13. Paste Special
14. Live Preview
15. The Mini Toolbar
16. Demo – Formatting Message Content
17. Chapter 02 Review
18. Review Quiz (Number of attempts allowed: Unlimited)

Module 03: Working with Attachments and Illustrations

(Duration: 28 m)

1. Workbook
2. Topic A: Attach Files and Items

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3. The Paperclip Icon
4. Attachments in HTML and Rich Text Messages
5. Guidelines for File Type and Attachment Size
6. Attachment Sources
7. Cloud Attachments
8. Outlook Items as Attachments
9. Attachment Reminder
10. Demo – Attaching a File to a Message
11. Attachment Options
12. Attachment Preview
13. Demo – Working with Received Attachments
14. Topic B: Add Illustrations to Messages
15. The Illustrations Command Group
16. Pictures and Online Pictures
17. SmartArt
18. The Screenshot Tool
19. The Text Command Group
20. WordArt
21. Contextual Tabs
22. Galleries
23. Demo – Inserting an Image into an Email Message
24. Styles
25. Themes
26. Demo – Using Styles and Themes in Messages
27. Topic C: Manage Automatic Message Content
28. The Outlook Options Mail Settings
29. Font Options
30. Demo- Changing Font Options
31. Signatures
32. Demo- Creating and Applying an Email Signature
33. Chapter 03 Review
34. **Review Quiz (Number of attempts allowed: Unlimited)**

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Module 04: Customizing Message Options

(Duration: 31 m)

1. Workbook
2. Topic A: Customize Reading Options
3. Desktop Alerts
4. Pane Views
5. Message Preview
6. Conversations
7. Demo- Customizing Your Reading Options
8. Topic B: Track Messages
9. The InfoBar
10. Voting Buttons
11. Notification of Voting Buttons in the InfoBar
12. A Delivery Receipt
13. A Read Receipt
14. Demo- Using Voting and Tracking Options
15. Topic C: Recall and Resend Messages
16. The Resend Option
17. The Recall Option
18. Demo- Recalling a Sent Message
19. Chapter 04 Review
20. Review Quiz (**Number of attempts allowed: Unlimited**)

Module 05: Organizing Messages

(Duration: 25 m)

1. Workbook
2. Topic A: Mark Messages

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3. Mark as Unread/Read
4. Color Categories
5. Demo- Marking and Categorizing Messages
6. Flag for Follow Up
7. Demo- Using Flags to Manage Messages
8. The Ignore Conversation Confirmation
9. Clean Up Commands
10. Demo- Ignoring and Cleaning Up Messages
11. Topic B: Organize Messages Using Folders
12. Default Email Folders
13. Email Folders on the Server
14. Demo- Organizing Messages in Folders
15. Chapter 05 Review
16. **Review Quiz (Number of attempts allowed: Unlimited)**

Module 06: Managing Your Contacts

(Duration: 29 m)

1. Workbook
2. Topic A: Create and Edit Contacts
3. The Contacts View
4. The Contact Form
5. Contact Form Details
6. Demo- Creating Contacts
7. Demo- Editing Contacts
8. Demo- Creating a Contact Group
9. Topic B: View and Print Contacts
10. Electronic Business Cards
11. Contact Views
12. The Arrangement Command Group
13. The Sort Dialog Box
14. Demo- Viewing Contacts
15. Search Contacts
16. Searching from People Peek

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17. Demo- Searching Contacts
18. Print Styles
19. Demo- Printing Your Contacts
20. Chapter 06 Review
21. Review Quiz **(Number of attempts allowed: Unlimited)**

Module 07: Working with the Calendar

(Duration: 42 m)

1. Workbook
2. Topic A: View the Calendar
3. The Arrangement Command Group
4. Calendar Layout Options
5. The Daily Task List
6. Demo- Customizing Your Calendar View
7. The Weather Bar
8. Demo- Adding Locations to the Weather Bar
9. Topic B: Create Appointments
10. A Sample Appointment
11. Reminders
12. Show As Options The Private Option
13. Demo- Creating an Appointment
14. Topic C: Schedule Meetings
15. The Meeting Scheduling Process
16. The Meeting Form
17. The Room Finder Pane
18. The Scheduling Assistant
19. The Appointment Recurrence Dialog Box
20. Demo- Creating New Meeting Requests
21. Share Meeting Notes Using OneNote
22. Meeting Response Options
23. Demo- Accepting and Declining Meeting Requests
24. Topic D: Print the Calendar
25. Printing the Calendar

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- 26. Demo- Printing Your Calendar
- 27. Chapter 07 Review
- 28. Review Quiz (Number of attempts allowed: Unlimited)

Module 08: Working with Tasks and Notes

(Duration: 14 m)

- 1. Workbook
- 2. Topic A: Create Tasks
- 3. The Tasks View
- 4. The Task Form
- 5. The Current View Command Group
- 6. Demo- Creating a Recurring Task
- 7. Topic B: Create Notes
- 8. The Notes View
- 9. The Current View Command Group
- 10. Demo – Creating and Modifying Notes
- 11. Chapter 08 Review
- 12. Course Closure
- 13. Review Quiz (Number of attempts allowed: Unlimited)

This course includes

- On-demand video
- 8 downloadable Pdf Workbooks
- Unlimited time access (During Membership)
- Access on mobile and Desktop
- Certificate of Completion

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