Microsoft® Office Outlook® 2016: Part 1 (Desktop/Office 365™)

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS) Microsoft Outlook 2016 —* **Exam***: 77-731: Outlook 2016: Core Communication, Collaboration and E-Mail Skills*

Course Description

In this course, participants will learn to use Outlook. They will learn the basic skills needed to start using Outlook to manage their e-mail communications, contact information, calendar events, tasks, and notes. It will also teach participants to customize the Outlook interface to suit their working style. This course is the first in a series of two Outlook courses.

Target Audience

This course is intended for:

- Persons who have a basic understanding of Microsoft Windows® and need to know how to use Outlook as an e-mail client to manage their e-mail communications, calendar appointments, contact information, and other communication tasks.
- Persons who wish to prepare for the certification exam.

Prerequisites

To attend this course, candidates must have:

- End-user skills with any current version of Windows, including being able to start and close applications, navigate basic file structures, and manage files and folders.

Microsoft Partner

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Exam Details

Exam Code:	• 77-731
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice & Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate Outlook 2016 to read and respond to e-mail.
- Use the Address Book, and format and spell check new messages.
- Attach files and insert illustrations to messages.
- Customize read and response options.
- Use flags, categories, and folders to organize messages.
- Create and work with Contacts.
- Create appointments and schedule meetings in Calendar.
- Create and work with Tasks and Notes.

Course Topics

Module 1: Getting Started with Outlook 2016

- Navigate the Outlook Interface
- Work with Messages
- Access Outlook Help

Module 2: Formatting Messages

- Add Message Recipients
- Check Spelling and Grammar
- Format Message Content

Course Topics *Continued*

Module 3: Working with Attachments and Illustrations

- Attach Files and Items
- Add Illustrations to Messages
- Manage Automatic Message Content

Module 4: Customizing Message Options

- Customize Reading Options
- Track Messages
- Recall and Resend Messages

Module 5: Organizing Messages

- Mark Messages
- Organize Messages Using Folders

Module 6: Managing Your Contacts

- Create and Edit Contacts
- View and Print Contacts

Module 7: Working with the Calendar

- View the Calendar
- Create Appointments
- Schedule Meetings
- Print the Calendar

Module 8: Working with Tasks and Notes

- Create Tasks
- Create Notes

ACTIVITIES INCLUDED