Microsoft Office Outlook 2013: Part 1

Course Duration: 1 day

Overview:

Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information amongst employees. As email grows in popularity and use, most organizations have found the need to implement a corporate mail management system such as Microsoft® Office Outlook® to handle the emails and meeting invitations sent among employees.

In this course, you will explore the Outlook interface and when you are familiar with it, you will use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's People workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

This course is the first in a series of two Microsoft® Office Outlook® 2013 courses. It will provide you with the basic skills you need to start using Outlook 2013 to manage your email communications, calendar events, contact information, tasks and notes. You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Outlook 2013.

Target Student:

This course is intended for people who have a basic understanding of Microsoft® Windows® and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information and other communication tasks.

Prerequisites:

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 7 environment, and be able to use Windows 7 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed one or more of the following courses or possess the equivalent knowledge:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8: Transition from Windows 7

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

Microsoft Office Outlook 2013: Part 1

Course Content

Lesson 1: Getting Started With Outlook 2013

Topic A: Navigate the Outlook Interface

Topic B: Perform Basic Email Functions

Topic C: Use Outlook Help

Lesson 2: Composing Messages

Topic A: Create an Email Message

Topic B: Check Spelling and Grammar

Topic C: Format Message Content

Topic D: Attach Files and Items

Topic E: Enhance an Email Message

Topic F: Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages

Topic A: Customize Reading Options

Topic B: Work with Attachments

Topic C: Manage Your Message Responses

Lesson 4: Managing Your Messages

Topic A: Manage Messages Using Tags, Flags, and Commands

Topic B: Organize Messages Using Folders

Course content continues on next page:

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

Microsoft Office Outlook 2013: Part 1

Lesson 5: Managing Your Calendar

Topic A: View the Calendar

Topic B: Manage Appointments

Topic C: Manage Meetings

Topic D: Print Your Calendar

Lesson 6: Managing Your Contacts

Topic A: Create and Update Contacts

Topic B: View and Organize Contacts

Lesson 7: Working With Tasks and Notes

Topic A: Manage Tasks

Topic B: Manage Notes

Lesson 8: Customizing the Outlook Environment

Topic A: Customize the Outlook Interface

Topic B: Create and Manage Quick Steps