

2016 Microsoft Outlook Courses

Course Introduction: Level 1, Level 2

Microsoft Outlook is a personal information manager from Microsoft, available as a part of the Microsoft Office Professional suite. Microsoft Outlook is often used mainly as an email (electronic mail) application, it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing. Microsoft Outlook courses are trained using Microsoft Office 2016

Purpose of Course

The purpose of this course is to enable you to accomplish tasks and activities and fulfil your responsibilities. The course is designed for delegates who want to learn graphic design, desktop publishing and working with photos for their personal use or for business purposes.

Course Objective

The objective of the course is to provide the course audience with the tools and knowledge to perform their activities. The time in the course will be spent learning the functionality as outlined in the manual.

Course Performance Objective

At the end of this course, you will have been provided with an overview of the major functionality within the lessons. Each delegate is encouraged to participate during the training with observations and questions. A training manual with relevant exercises will provide you with an opportunity to practise and review the information presented in the course.

Course Performance Standard

You will participate in the classroom activities and will have completed the following lessons for Level 1:

- Lesson 1 : Getting Started With Outlook 2016
- Lesson 2: Composing Messages
- Lesson 3: Reading and Responding to Messages
- Lesson 4: Managing Your Messages
- Lesson 5: Managing Your Calendar
- Lesson 6: Managing Your Contacts
- Lesson 7: Working With Tasks and Notes
- Lesson 8: Customizing the Outlook Environment

You will participate in the classroom activities and will have completed the following lessons for Level 2:

Lesson 1: Configure Advanced Message Options

Lesson 2: Advanced Message Management

Lesson 3: Advanced Calendar Management

Lesson 4: Advanced Contact Management

Lesson 5: Managing Activities by Using Tasks and Journal Entries

Lesson 6: Sharing Workspaces with Others

Lesson 7: Managing Outlook Data Files

Course Performance Conditions

To successfully complete the stated performance goal, you will have access to:

- Assistance from Instructor
- Manual
- Reference materials

Teaching Methods

- On line with the training manual.
- Lab files

Course Benefits

Following this course, you will have the knowledge and tool mastery to maximize your use of the features to manage your specific functions.

Course Prerequisites

Training is application-oriented, aimed at teaching those functions that are based on each specific level. Policies and procedures are addressed only to the extent necessary to support this focus. Training is executed in a Windows environment.

Prior to buying this course, delegates should:

- Have computer literacy, use computers and related technology efficiently.
- Be familiar with Windows or Mac operating systems, work processing skills and the internet
- Know the concepts as necessary for your area of responsibility.

Course Duration and Schedule

- On line and at your discretion.
- Set goals to achieve an outcome
- Set realistic time frames

Course Cost

- \$15.00 per subject per level