

Microsoft Outlook 2016 Level 1



MS Outlook Course Outline:

Lesson 1: Getting Started with Outlook 2016

- Topic A: Navigate the Outlook Interface
- Topic B: Work with Messages
- Topic C: Access Outlook Help

Lesson 2: Formatting Messages

- Topic A: Add Message Recipients
- Topic B: Check Spelling and Grammar
- Topic C: Format Message Content

Lesson 3: Working with Attachments and Illustrations

- Topic A: Attach Files and Items
- Topic B: Add Illustrations to Messages
- Topic C: Manage Automatic Message Content

Lesson 4: Customizing Message Options

- Topic A: Customize Reading Options
- Topic B: Track Messages
- Topic C: Recall and Resend Messages



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Lesson 5: Organizing Messages

Topic A: Mark Messages

Topic B: Organize Messages Using Folders

Lesson 6: Managing Your Contacts

Topic A: Create and Edit Contacts

Topic B: View and Print Contacts

Lesson 7: Working with the Calendar

Topic A: View the Calendar

Topic B: Create Appointments

Topic C: Schedule Meetings

Topic D: Print the Calendar

Lesson 8: Working with Tasks and Notes

Topic A: Create Tasks

Topic B: Create Notes