❖ **General Description**

The skills and knowledge acquired in *Microsoft Outlook 2016 - Level 1* are sufficient to be able to send and receive emails, schedule appointments and maintain contact details information.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- understand some of the more basic email concepts
- start *Microsoft Outlook* and navigate its key features
- create and send email messages
- receive emails in your *Inbox* and then work with them
- competently work with file and item attachments within email messages
- work with message flags and reminders
- work effectively with junk email
- work with the *Calendar* feature
- create and work with contacts
- create and work with tasks
- obtain help for *Outlook* whenever you need it

❖ **Prerequisites**

Microsoft Outlook 2016 - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

133 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

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AUSTRALIAN MADE & OWNED

Microsoft Outlook 2016
Level 1

Contents

Product Information

InFocus Courseware

WATSONIA PUBLISHING

Using Smart Lookup
Printing a Help Topic