



Microsoft Outlook 2016

Level 2

INFOCUS COURSEWARE



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❖ General Description

The skills and knowledge acquired in **Microsoft Outlook 2016 - Level 2** are sufficient to be able to manage and organise your e-mail, schedule meetings with colleagues, manage your contact information, create task requests for others to perform and much more.

❖ Learning Outcomes

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

- effectively edit email messages
- organise and work with mail folders and use quick steps
- use the search facilities to locate messages and other **Outlook** items
- work with message views
- create and work with colour categories
- create and use rules to manage your email messages
- use many **Outlook** features as you work with email messages
- schedule appointments and events in your calendar
- schedule meetings using **Outlook**
- monitor and manage your contacts within **Outlook**
- create and work with task requests

❖ Prerequisites

Microsoft Outlook 2016 - Level 2 assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

116 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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Product Information



Contents

Editing Messages

- Copying Text Within a Message
- Copying Text Between Messages
- Copying From Another Source
- Deleting Text
- Removing an Attachment

Organising Messages

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- Cleaning Up Conversations
- Working With Favourites
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Appointments and Events

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- Rescheduling an Appointment to Another Day
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