INFOCUS COURSEWARE

Microsoft Outlook 2016

Level 2

WATSONIA PUBLISHING

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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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