



Microsoft Outlook 2016

Level 1



INFOCUS COURSEWARE

Product Code: INF1625

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❖ 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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Product Information



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Email Concepts

- How Email Works
- Email Addresses
- The Benefits of Email
- Email Etiquette
- Emails and Viruses
- Digital Signatures

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- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Understanding the Quick Access Toolbar
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- Navigating to Outlook Features
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- The to Do Bar
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- The Calendar Screen
- The People Screen
- The Tasks Screen
- The Notes Screen
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Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help





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Using Smart Lookup
Printing a Help Topic

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