



INFOCUS COURSEWARE

Use Personal Productivity Tools

Microsoft Outlook 2016



Product Code: INF986

ISBN: 978-1-925873-66-5

❖ General Description

The skills and knowledge acquired in Use Personal Productivity Tools - Microsoft Outlook 2016 are sufficient to be able to use the features and components of a range of personal productivity tools. It applies to individuals who perform routine tasks in the workplace and use a range of current technology based personal productivity tools, under direct supervision or with limited responsibility.

❖ 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
- use the search facilities to locate messages and other **Outlook** items
- work with the **Calendar** feature
- schedule appointments and events in your calendar
- schedule meetings using **Outlook**
- create and work with contacts
- monitor and manage your contacts within **Outlook**
- create and work with tasks
- create and work with task requests

❖ Prerequisites

Use Personal Productivity Tools - Microsoft Outlook 2016 assumes no prior knowledge of Microsoft Outlook 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

123 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

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- Understanding the Quick Access Toolbar
- Navigating to Outlook Features
- Sneaking a Peek
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- The To Do Bar
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- The People Screen
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- Viewing Updated Task Requests



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