

Outlook 2013



What does this course offer you?

You will gain basic and advancing skills for working with Outlook 2013 and composing, sending and managing e-mails. You will use the Address Book to manage your contacts. You will set up your electronic calendar, plan appointments and specify appointment series. In a later part of this course, you will learn more about managing tasks and organizing meetings. In addition, you will learn how to manage messages and categorize, sort and search for elements.

The primary subject matter of the course:

What is Outlook?

- What is Outlook?

The working interface

- The Outlook application window
- Working with the interface
- Using the Outlook help

Creating and sending messages

- Exchanging messages using e-mail
- Creating and sending an e-mail
- Editing and designing e-mails
- Inserting elements into e-mails
- Spelling checker and AutoCorrect
- Sending messages with attachments
- Saving and editing message drafts
- Additional sending options

Receiving messages

- Reading and editing received messages
- Sorting and filtering e-mails
- Replying to and forwarding messages
- Using the conversation view

- Managing attachments and using hyperlinks
- Following up e-mails
- Notification of received e-mails
- Security settings when receiving messages

Managing contact entries

- Creating contacts
- Editing contacts
- Address books in Outlook
- Creating contact groups
- Editing contact groups

Creating appointments

- Using the calendar
- Entering appointments in the calendar
- Changing calendar entries
- Creating a recurring appointment
- Using calendar information in a team

Managing tasks

- Creating tasks
- Editing tasks
- Delegating tasks to other people
- Editing delegated tasks

Organizing meetings

- Creating and sending invitations
- Replying to an invitation
- Coordinating meetings

Views, folders and element management

- Creating and managing folders
- Copying, moving, deleting and restoring elements
- Setting up QuickSteps
- Organizing e-mails with rules
- The new Out of Office Assistant
- Categorizing e-mails

Printing and graphic design

- Printing e-mails
- Selecting and customizing the print style
- Printing more Outlook items

Manage news

- Instant Search and Search Folder
- Customizing toolbars and ribbon
- Customizing views

What are the course requirements?

Basic knowledge of how to use a mouse and keyboard is required.

What does this course include?

In addition to the instructional content, practice exercises and test questions are also included.

Number of lessons: 54

Learning Hours: 6

Audio Hours: 6