

Module Title : Microsoft Outlook 2013 Basic

Duration : 1 Day

Contents

Module 1: The Basics

Getting Started

About the Notification Icon and Windows 8 Notifications

Using the Folder Pane

Using Peeks

Module 2: Working with E-Mail Messages

Opening Messages

Replying to Messages

Forwarding Messages

Deleting Messages

Module 3: Creating Messages

Creating a New Message

Formatting Text

Attaching Files or Items

Changing the Theme

Checking Your Spelling

Sending the Message

Module 4: Working with the Calendar

Opening the Calendar

Creating a New Appointment

Creating a Meeting

Using the Daily Task List

Changing the Calendar View

Using the Weather Bar

Module 5: Working with Tasks

Opening the Tasks Folder

Creating Tasks

Changing the Task View

Updating Task Completion

Deleting Tasks

Module 6: Working with Notes

Opening the Notes Folder

Creating and Deleting Notes

Changing the Note View

Arranging Notes

Module 7: Customizing the Interface

Changing Ribbon Display Options

Customizing the Quick Access Toolbar

Hiding and Showing Ribbon Tabs

Creating Custom Ribbon Tabs

Resetting Interface Changes