

Module Title : Microsoft Outlook 2016 Basic
Duration : 1 Day

Class Overview

This Microsoft Outlook training class introduces the 2016 interface and gets students up and running quickly working with messages, calendars, and contacts.

Target Audience

Students who have little or no familiarity with Microsoft Outlook 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

Course Contents

Module 1: The Outlook 2016 Interface

- Overview of the Outlook Interface
- New Features of the Outlook 2016
 - Tell Me
 - New Chinese and Japanese Fonts
 - The EAI Feature
- The Ribbon
- Tabs, Groups, and Commands on the Ribbon
- Configure Views
- Commands on the Mail Ribbon
- The Backstage View
- Customizing the Interfaces

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
 - Improvements to Attachments
- 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