

Microsoft Outlook 2016 Level 1

Brief description & Course outline

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.

At the completion of this course you should be able to:

- o understand some of the more basic email concepts
- o start **Microsoft Outlook** and navigate its key features
- o create and send email messages
- o receive emails in your Inbox and then work with them
- o competently work with file and item attachments within email messages
- o work with message flags and reminders
- o work effectively with junk email
- o work with the **Calendar** feature
- o create and work with contacts
- o create and work with tasks
- o obtain help for **Outlook** whenever you need it

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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