

Microsoft® Office Outlook® 2013: Level 1

Training Course Content

Course Objective: Students will explore the Outlook interface and use Outlook to manage all aspects of email communications; use the Outlook calendar to manage appointments and meetings; use Outlook's People workspace to manage your contact information; create Tasks and Notes for yourself in Outlook; and customize the Outlook interface to serve your own personal needs.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders in a Windows environment.

Lesson 1: Getting Started With Outlook 2013

Topic A: Navigate the Outlook Interface
Topic B: Perform Basic Email Functions
Topic C: Use Outlook Help

Lesson 2: Composing Messages

Topic A: Create an Email Message
Topic B: Check Spelling and Grammar
Topic C: Format Message Content
Topic D: Attach Files and Items
Topic E: Enhance an Email Message
Topic F: Manage Automatic Message Content

Lesson 3: Reading and Responding to Messages

Topic A: Customize Reading Options
Topic B: Work with Attachments
Topic C: Manage Your Message Responses

Lesson 4: Managing Your Messages

Topic A: Manage Messages Using Tags, Flags, and Commands
Topic B: Organize Messages Using Folders

Lesson 5: Managing Your Calendar

Topic A: View the Calendar
Topic B: Manage Appointments
Topic C: Manage Meetings
Topic D: Print Your Calendar

Lesson 6: Managing Your Contacts

Topic A: Create and Update Contacts
Topic B: View and Organize Contacts

Lesson 7: Working With Tasks and Notes

Topic A: Manage Tasks
Topic B: Manage Notes

Lesson 8: Customizing the Outlook Environment

Topic A: Customize the Outlook Interface
Topic B: Create and Manage Quick Steps