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Microsoft® Office Outlook® 2013: Level 1

Course Number: 091043

Course Length: 1 day

Target Student: This course is intended for people who have a basic understanding of Microsoft® Windows® and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Course Content

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

Appendix A: Microsoft Outlook 2013 Common Keyboard Shortcuts