



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® Office Outlook® 2016: Part 1

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**Course Length: 1 day**

## Course Content

### **Lesson 1: Getting Started with Outlook 2016**

**Topic A:** Navigate the Outlook Interface

**Topic B:** Work with Messages

**Topic C:** Access Outlook Help

### **Lesson 2: Formatting Messages**

**Topic A:** Add Message Recipients

**Topic B:** Check Spelling and Grammar

**Topic C:** Format Message Content

### **Lesson 3: Working with Attachments and Illustrations**

**Topic A:** Attach Files and Items

**Topic B:** Add Illustrations to Messages

**Topic C:** Manage Automatic Message Content

### **Lesson 4: Customizing Message Options**

**Topic A:** Customize Reading Options

**Topic B:** Track Messages

**Topic C:** Recall and Resend Messages

### **Lesson 5: Organizing Messages**

**Topic A:** Mark Messages

**Topic B:** Organize Messages Using Folders

### **Lesson 6: Managing Your Contacts**

**Topic A:** Create and Edit Contacts

**Topic B:** View and Print Contacts

### **Lesson 7: Working with the Calendar**

**Topic A:** View the Calendar

**Topic B:** Create Appointments

**Topic C:** Schedule Meetings

**Topic D:** Print the Calendar

### **Lesson 8: Working with Tasks and Notes**

**Topic A:** Create Tasks

**Topic B:** Create Notes