MICROSOFT OUTLOOK 2013 ESSENTIALS

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COURSE LENGTH: 1.0 DAYS

Email is the most preferred method of communication in small, mid-sized or large companies. Microsoft Office Outlook is one of the most popular programs used to manage the communications between employees and clients. Knowing how to use Outlook is now a required skill in most organizations.

In this Microsoft Outlook 2013 Essentials training course, you will explore the basics of the Outlook 2013 interface to manage your email, calendar events, contact lists, to-do tasks and notes. This course will teach you how to send feedback, use the to-do bar, manage the folder pane and the message list, sort, filter, and group messages, and many more.

This training course is now available in Singapore.

This Microsoft Outlook 2013 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a group quote.

MICROSOFT OUTLOOK 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

During this training course, participants gain knowledge and skills in using Outlook 2013. The essential training course is designed for beginners where they receive training in using the basic functions of the application including the new features.

The comprehensive course provides learning in an easy-to-understand and effective manner, which helps them to learn and apply the knowledge easily. Outlook 2013 Essentials Training Course includes lesson in organizing messages in folders, setting up an email account, sending emails, reading and working with messages, using the task list, using the Outlook interface and more.

OUTCOMES

Outlook 2013 has a new improved user interface and more powerful search tools. After this extensive training course, participants will have developed skills in using the basic functions and new functions of Outlook 2013, so that they can effortlessly use the application to fulfill tasks.

After completing this course, participants will have learned to:

▶ Use backstage view
▶ Send feedback
▶ Understand the ribbon and the status bar
▶ Use the to-do bar
▶ Peek at other modes
▶ Use folder pane and the message list
▶ Preview messages
▶ Sort, filter, and group messages
▶ Work with attachments
▶ Use inline replies
▶ Ignore email and delete messages
▶ Create and manage emails
▶ Search for items
▶ Use calendar and tasks
▶ Create, edit and organize contacts

MODULES

Lesson 1: Getting Started

▶ Housekeeping Items
▶ Pre-Assignment Review
▶ Workshop Objectives
▶ The Parking Lot
▶ Action Plan

Lesson 2: Opening and Closing Outlook

▶ Opening Outlook
▶ Setting up an E-mail Account
▶ Understanding the Ribbon and the Status Bar
▶ Using Backstage View
▶ About Your Office Account
▶ Closing Outlook
▶ Lesson Two: Review Questions

Lesson 3: Understanding the Interface

- About the Folders Pane
- About the Reading Pane
- About the To-Do Bar Pane
- About the People Pane
- Peeking at Other Modes
- About the View Tab
- Lesson Three: Review Questions

Lesson 4: Working with the Message List and the Reading Pane

- Previewing Messages
- About the Reading Pane
- Opening or Saving Attachments
- Filtering and Sorting Messages
- Using Inline Replies
- Lesson Four: Review Questions

Lesson 5: Using Message List Commands

- Flagging Messages
- Deleting Messages
- Marking Messages as Read or Unread
- Ignoring E-mail
- Lesson Five: Review Questions

Lesson 6: Creating a New E-mail

- Creating an E-mail
- Addressing an E-mail
- Attaching a File
- Sending the Message
- Lesson Six: Review Questions

Lesson 7: Managing E-mail

- Printing a Message
- About the Folder Pane
- Creating Folders
- Moving Messages to Folders
- Renaming, Moving, and Deleting Folders
- Working with Favorite Folders
- Sending and Receiving Mail
- Lesson Seven: Review Questions

Lesson 8: Searching for Items

- Understanding Search Folders
- Setting Up and Using Search Folders
- Using Instant Search
- Using Advanced Search
- Using Contact Search
- Lesson Eight: Review Questions

Lesson 9: An Introduction to the Calendar

- Getting Started
- Using the Weather Bar
- Creating an Appointment
- Changing Your Calendar View
- Editing an Appointment
- Managing Reminders
- Lesson Nine: Review Questions

Lesson 10: An Introduction to Tasks

- Getting Started
- Creating a New Task
- Editing a Task
- Updating Task Status
- Basic Task Views
- Lesson Ten: Review Questions

Lesson 11: An Introduction to Contacts

- Getting Started
- Creating a New Contact
- Editing a Contact
- Organizing Contacts
- Basic Contact Views
- Lesson Eleven: Review Questions

Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- View this course online