

Microsoft Outlook 2016

Structured technical training and certification preparation

A practical, student-friendly outline covering key concepts, tools, and applied workflows.

MODULES

5

LESSONS

32

FORMAT

Self-paced

Module Breakdown

<p>MODULE 1</p> <p>Learning Block 1</p> <ul style="list-style-type: none">Introduction Part 2Options For Displaying Email MessagesCreate And Send An EmailReceive An EmailCalendar Part 1Calendar Part 2Contacts Part 1	<p>MODULE 2</p> <p>Learning Block 2</p> <ul style="list-style-type: none">Contacts Part 2TasksOutlook 2016 IntermediateFolder Structure PartFolder Structure Part 2Multiple Email Accounts Part 1Multiple Email Accounts Part 2
<p>MODULE 3</p> <p>Learning Block 3</p> <ul style="list-style-type: none">Create A New Email Part 1Create A New Email Part 2SignaturesCalendars Part 1Calendars Part 2ContactsOutlook Settings Part 1	<p>MODULE 4</p> <p>Learning Block 4</p> <ul style="list-style-type: none">Outlook Settings Part 2Outlook 2016 AdvancedOne Note Introduction Part 1One Note Introduction Part 2One Note And PowerPointOne Note And WordOne Note And Outlook

Module Breakdown (continued)

MODULE 5

Learning Block 5

Sharing Information
OneNote And Mobile Devices
Additional Elements Part 1
Additional Elements Part 2