



**MOC55178A: Introduction
to Microsoft Outlook 2016**

Informazioni sul corso

This Microsoft Outlook training class introduces the 2016 interface and gets students up and running quickly working with messages, calendars, and contacts.

Profilo dei destinatari

This course is intended for students who have little or no familiarity with Microsoft Outlook 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

Al termine del corso

After completing this course, students will be able to:

- Work with new features in Outlook
- Work with the Ribbon, Tabs, Groups, and Commands.
- Work with the Backstage View.
- Set up accounts and work with messages.
- Work with calendars and contacts.
- Use the Tell Me feature and other new features in 2016

Module 1: The Outlook 2016 Interface

- Overview of the Outlook Interface
- The Ribbon
- Tabs, Groups, and Commands on the Ribbon
- The Backstage View (File Menu)

Module 2: Performing Popular Tasks in Outlook 2016

- Setting Up an Email Account
- Exercise: Setting Up an Email Account
- Open Email Messages
- Open Email Messages
- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Exercise: Opening and Replying to a Message
- Print a Message
- Delete a Message
- Save a Message in an Alternate Format

Module 3: Working with Messages

- Compose a Message
- Add an Attachment

- Add Voting Options
- Check Spelling and Grammar
- Format Text
- Use Microsoft Word to Edit Messages
- Insert a Hyperlink or Image in a Message
- Send a Message
- Exercise: Creating and Sending a New Message

Module 4: Working with the Calendar

- Change Your Calendar View
- Set Up Availability Status
- Exercise: Setting Up Your Calendar
- Print Your Schedule
- Share Your Calendar
- Schedule a Meeting
- Make Updates to Meetings
- Cancel a Meeting
- Reply to a Meeting Invitation
- Schedule an Appointment
- Make Updates to an Appointment
- Create Calendar Groups
- Delete a Calendar
- Work with Calendar Items
- Using Multiple Calendars
- **Exercise: Scheduling a Meeting**

Module 5: Organizing Contacts

- Add, Delete, Import, and Print a Contact
- Update a Contact
- Exercise: Adding and Updating a Contact
- Locate a Contact
- Sort Contacts
- Work with Contact Groups
- Manage Multiple Address Books
- Perform a Mail Merge
- Exercise: Performing a Mail Merge

Module 6: New Features in Outlook 2016

- Tell Me
- Improvements to Attachments
- New Chinese and Japanese Fonts
- The Email Address Internationalization (EAI) Feature



Corsi Personalizzati



Corsi One-TO-One



Corsi in aula



Corsi On-Site



Noleggio Aule



Formazione Finanziata

Eduteam s.r.l.

Milano

Roma

Bari

Via Bolama, 15

Zoe Fontana, 220

Via Pasubio, 35