Iverson Associates Sdn Bhd (303330-M)
Suite T113 – T114, 3rd Floor, Centrepoint, Lebuh Bandar Utama
Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan
Tel: 03-7726 2678   Fax: 03-7727 9737   Website: www.iverson.com.my

Course Outline :: OUT19b ::

Module Title : Microsoft Outlook 2019 Basic

Duration   : 1 Day

CLASS OVERVIEW

In this Introduction to Microsoft Outlook 2016 training class, students will create and edit basic mails, tasks and calendars. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Outlook 2016 tasks.

TARGET AUDIENCE

Students who have little or no familiarity with Microsoft Outlook 2016 or more experienced Outlook users who want to learn the topics covered in this course in the 2016 interface.

CONTENTS

Module 1: The Basics
- Getting Started
- About the Notification Icon and Windows Notifications
- Using the Folder Pane
- Using Peeks

Module 2: Working with E-Mail Messages
- Opening Messages
- Replying to Messages
- Forwarding Messages
- Deleting Messages

Module 3: Creating Messages
- Creating a New Message
- Formatting Text
- Attaching Files or Items
- Changing the Theme
- Checking Your Spelling
- Sending the Message

Module 4: Working with the Calendar
- Opening the Calendar
- Creating a New Appointment
- Creating a Meeting
- Using the Daily Task List
- Changing the Calendar View
- Using the Weather Bar

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Module 5: Working with Tasks

- Opening the Tasks Folder
- Creating Tasks
- Changing the Task View
- Updating Task Completion
- Deleting Tasks

Module 6: Working with Notes

- Opening the Notes Folder
- Creating and Deleting Notes
- Changing the Note View
- Arranging Notes

Module 7: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes