

## MICROSOFT OUTLOOK 2013 ESSENTIALS

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**COURSE LENGTH: 1.0 DAYS**

Microsoft Outlook 2013 provides you the ability to manage, organise and plan your communication strategy in the most efficient manner possible.

The PD Training Microsoft Outlook 2013 Essentials Training Course provides you with the knowledge and skill building in each of the primary functions of Outlook 2013 such as email management, search, using interface functions, use of contact lists, email generation and management and more. This entry level course provides you with a solid foundation in Outlook 2013 and empowers you to use it effectively to manage your tasks and communication.

This highly valuable and practical training course is now available throughout New Zealand, including Auckland, Wellington or Christchurch and also via instructor-led online training.

Please click on the Public Class tab below to view our Microsoft Outlook 2013 Essentials Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## MICROSOFT OUTLOOK 2013 ESSENTIALS COURSE OUTLINE

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### 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 organising 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.

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### 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 organise contacts
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### MODULES

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## Lesson 1: Getting Started

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

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## Lesson 2: 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

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## Lesson 3: 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

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## Lesson 4: 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

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## Lesson 5: 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

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## Lesson 6: 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

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## Lesson 7: 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

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## Lesson 8: An Introduction to Tasks

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

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## Lesson 9: Using Message List Commands

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

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## Lesson 10: An Introduction to Contacts

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

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### Lesson 11: Creating a New E-mail

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

### Lesson 12: Wrapping Up

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

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### WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)