

1 Days

55178A: Introduction to Microsoft Outlook 2016

The Introduction to Microsoft Outlook 2016 training is a one-day class that is designed for students that will equip them on working with messages, calendars, and contacts.

Completion of the course equips the participants with the following skill set:

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

Course Details

Course Outline

Module 1: The Outlook 2016 Interface

In this module, participants will learn to work with the Ribbon, tabs, groups, commands, and the Backstage view.

Lessons

- 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

In this module, participants will learn to perform a variety of basic tasks in Microsoft Outlook 2016.

Lessons

- Set Up an Email Account

- Open Email Messages
- Reply to and Forward Email Messages
- Preview and Save an Attachment
- Save a Message in an Alternate Format
- Print a Message
- Delete a Message

Exercise: Setting Up an Email Account

Exercise: Opening and Replying to a Message

Module 3: Working with Messages

In this module, participants will learn to work with messages in Microsoft Outlook 2016.

Lessons

- 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

In this module, participants will learn to work with the Calendar in Microsoft Outlook 2016.

Lessons

- Change Your Calendar View
- Set Up Availability Status
- 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
- Use Multiple Calendars

Exercise: Setting Up Your Calendar

Exercise: Scheduling a Meeting

Module 5: Organizing Contacts

In this module, participants will learn how to organize contacts in Microsoft Outlook 2016.

Lessons

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

Exercise: Adding and Updating a Contact

Exercise: Performing a Mail Merge

Module 6: New Features in Outlook 2016

This module explains how to use some new features in Microsoft Outlook 2016.

Lessons

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

Who Should Attend

This course is intended for individuals who possess a fundamental understanding and working knowledge of Microsoft Outlook 2016 and are keen to learn the skills covered in this course in the 2016 interface.

Pre Requisite

Any novice can take this course irrespective of their domain.

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