

## Outlook 2013 Level 1

### Course Description

Students will learn beginners level Outlook skills.

### Prerequisites

Windows 7, 8, 10, or equivalent knowledge.

### What Next?

ECDL, Excel, Access.

## Course Content

### **Unit 1: Getting started**

The program window  
Outlook Today

### **Unit 2: Email basics**

Reading messages  
Creating and sending messages  
Working with messages  
Handling attachments  
Printing messages and attachments

### **Unit 3: Email management**

Setting message options  
Organizing the Inbox folder  
Managing junk email

### **Unit 4: Contacts**

Working with contacts  
Address books  
Using contact groups

### **Unit 5: Tasks**

Working with tasks  
Managing tasks

### **Unit 6: Appointments and events**

Creating and sending appointments  
Modifying appointments  
Working with events

### **Unit 7: Meeting requests and responses**

Scheduling meetings  
Managing meetings