



# Microsoft Outlook 2013

## Level 1 and 2



INFOCUS COURSEWARE

Product Code: INF1325

### ❖ General Description

The skills and knowledge acquired in **Microsoft Outlook 2013 - Level 1 and 2** are sufficient to be able to send and receive emails, schedule appointments and maintain contact details information.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand some of the more basic email concepts
- start **Microsoft Outlook** and navigate its key features
- create and send email messages
- receive emails in your **Inbox** and then work with them
- competently work with file and item attachments within email messages
- work with message flags and reminders
- work effectively with junk email
- work with the **Calendar** feature
- create and work with contacts
- create and work with tasks
- effectively edit email messages
- organise and work with mail folders and use quick steps
- use the search facilities to locate messages and other **Outlook** items
- work with message views
- create and work with colour categories
- create and use rules to manage your email messages
- use many **Outlook** features as you work with email messages
- schedule appointments and events in your calendar
- schedule meetings using **Outlook**
- monitor and manage your contacts within **Outlook**
- create and work with task requests

### ❖ Prerequisites

**Microsoft Outlook 2013 - Level 1 and 2** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

240 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

## Product Information

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## ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.appliededucation.edu.au](http://www.appliededucation.edu.au)

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## Product Information

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## Contents

### Email Concepts

- How Email Works
- Email Addresses
- The Benefits of Email
- Email Etiquette
- Emails and Viruses
- Digital Signatures

### Getting Started With Outlook

- Understanding Outlook 2013
- Starting Outlook From the Desktop
- Common Outlook 2013 Screen Elements
- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- Understanding the Backstage View
- Accessing the Backstage View
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Navigating to Outlook Features
- Sneaking a Peek
- The Folder Pane
- The to Do Bar
- The Mail Screen
- The Calendar Screen
- The People Screen
- The Tasks Screen
- The Notes Screen
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- Exiting Outlook

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- Adding Importance
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### Working With Attachments

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- Inserting a File Attachment
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- Previewing Attachments
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- Flagging Messages in the Message List
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### Organising Messages

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- Moving Messages
- Copying Messages
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- Search Query Syntax Dates and Size
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### Appointments and Events

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- Scheduling Using the Appointment Window
- Rescheduling an Appointment to Another Day
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- Printing Your Calendar
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