



# Outlook 2016 Level 1 Course Content

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## Lesson 1: Understanding the Outlook Environment

- Topic 1A: Working in Outlook
- Topic 1B: Creating and Customizing Notes
- Topic 1C: Working with RSS Feeds
- Topic 1D: Using Outlook Help

## Lesson 2: Communicating with E-mail Messages

- Topic 2A: Create an Email Message
- Topic 2B: Check Spelling and Grammar
- Topic 2C: Format Message Content
- Topic 2D: Reply, Forward and Delete Messages

## Lesson 3: Working with Contacts

- Topic 3A: Managing Contacts
- Topic 3B: Tracking Communications in the Journal

## Lesson 4: Working with Messages

- Topic 4A: Creating Contact Groups
- Topic 4B: Organizing, Sorting and Finding Messages
- Topic 4B: Managing Junk E-mail

## Lesson 5: Managing Tasks

- Topic 5A: Creating, Editing and Deleting Tasks
- Topic 5B: Organizing and Tracking Tasks

## Lesson 6: Scheduling and Managing Appointments

- Topic 6A: Scheduling Appointments
- Topic 6B: Managing Appointments
- Topic 6C: Calendar Options

## Lesson 7: Scheduling Meetings

- Topic 7A: Planning, Requesting and Scheduling Meetings
- Topic 7B: Rescheduling and Cancelling Meetings

## Lesson 8: Printing Outlook Items

- Topic 8A: Selecting Print Styles and Printing Messages
- Topic 8B: Printing Schedules and Contact Lists

*This course is intended for people who have a basic understanding of Microsoft Windows and want or need to know how to use Outlook as an email client on their Desktop to manage their communications, calendar events, contact information, and other communication tasks.*