ME-OUT365L1: MICROSOFT® OUTLOOK 365 LEVEL 1

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

Welcome to the first part of our Microsoft Office Outlook 365 courseware. This new version of Outlook incorporates some new features that will help make managing your email and personal information easier than ever. This course is intended to help all novice computer users get up to speed with Outlook quickly. This manual will also help more experienced users who have little to no experience with Outlook and the ribbon interface.

The training delivery is based on the desktop application and not on the online/browser version of the application.

This one-day workshop will help participants learn how to:

− How to navigate the Outlook Interface and Perform Basic E-mail Functions

− Use the Outlook help function

− Compose an E-mail message, Check Spelling and Grammar and Format Message Content

− Read and Respond to Messages

− Manage Messages using Tags, Flags and other Commands

− How to View and Print the Calendar and how to Manage Appointments and Meetings

− How to Create, update, view and organize contacts

− Work with Tasks and Notes

− Customize the Outlook interface

AUDIENCE PROFILE

This course is intended for anyone who understands the basics of using a Windows-based computer and would like to learn more about Microsoft Outlook.

PREREQUISITES

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Understanding and experience with printing and using a web browser is an asset, but not required. No previous experience with other versions of Outlook is necessary.

COURSE OBJECTIVES

− Getting Started with Outlook 365

− Composing Messages

− Reading and Responding to Messages

− Managing Your Messages

− Managing Your Calendar

− Managing Your Calendar Managing Your Contacts

− Working with Tasks and Notes

− Customizing the Outlook Environment

COURSE CONTENT

Lesson 1: Course Overview
− Learning Objectives

Lesson 2: Analyzing Data with Logical and Lookup Functions
TOPIC A: Use Text Functions
− Text Functions
− Logging into Office 365
− Launching Excel Online
− The LEFT and RIGHT Functions
− The MID Function
− The LEN Function
− The TRIM Function
− The UPPER, LOWER, and PROPER Functions
− The CONCATENATE Function
− The TRANSPOSE Function
− Activity 1-1: Analyzing Data Using Text Functions

TOPIC B: Use Logical Functions
− Logical Functions
− Logical Operators
− The AND Function
− The OR Function
− The IF Function
− Activity 1-2: Analyzing Data Using Logical Functions

TOPIC C: Use Lookup Functions
− Lookup Functions
− The LOOKUP Function
− The VLOOKUP Function
− The HLOOKUP Function
− The MATCH Function
− The INDEX Function
− Activity 1-3: Analyzing Data Using Lookup Functions

TOPIC D: Use Date Functions
− The TODAY Function
− The NOW Function
− Serializing Dates and Times with Functions
− Activity 1-4: Analyzing Data Using Date Functions

TOPIC E: Use Financial Functions
− The IPMT Function
− The PPMT Function
− The NPV Function
− The FV Function
− Activity 1-5: Using Financial Functions
− Summary
− Review Questions

Lesson 3: Organizing Worksheet Data with Tables
TOPIC A: Create and Modify Tables
− Tables
− Table Components
− The Create Table Dialog Box
− Table Modification Options
− Activity 2-1: Creating and Modifying a Table

TOPIC B: Sort and Filter Data
− The Difference Between Sorting and Filtering
− Sorting Data
− Filter Operators
− Removing Duplicate Values
− Activity 2-2: Sorting Data
− Summary
− Review

Lesson 4: Visualizing Data with Charts

TOPIC A: Create Charts
− Charts
− Chart Types
− Chart Insertion Methods
− Resizing and Moving the Chart
− Adding Additional Data
− Activity 3-1: Creating Charts

TOPIC B: Modify and Format Charts
− The Difference Between Modifying and Formatting
− Chart Elements
− Minimize Chart Elements
− The Chart Tools
− Activity 3-2: Modifying and Formatting Charts
− Summary
− Review Questions

Lesson 5: Enhancing Workbooks
TOPIC A: Customize Workbooks
− Comments
− Hyperlinks
− Pictures
− Activity 4-1: Customizing Workbooks

TOPIC B: Preparing a Workbook for Multiple Audiences
− Adding Alternative Text to Objects
− Modifying Worksheets Using the Accessibility Checker
− Managing Fonts
− Activity 4-2: Preparing a Workbook for Multiple Audiences
− Summary
− Review Questions
− Lesson Labs

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.