Microsoft Office Outlook 2019: Part 1

Course Overview

This course will introduce students to Microsoft Office Outlook 2019, as well as teach them about formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing your contacts, working with the calendar, and working with tasks and notes.

The Help Tab
Demo - Getting Help
Chapter 1 Review

Formatting Messages
Topic A: Add Message Recipients
The Address Book
Global Address List
MailTips
Demo - Using the Address Book When Composing a New Message
Topic B: Check Spelling and Grammar
The AutoCorrect Feature
The Spelling and Grammar Checker
Components of the Spelling and Grammar Dialog Box
Demo - Checking Spelling and Grammar in a Message
Topic C: Format Message Content
Message Formats
Paste Options
Paste Special
Live Preview
The Mini Toolbar
Draft Messages
Demo - Formatting Message Content
Chapter 2 Review

Working with Attachments and Illustrations
Topic A: Attach Files and Items
The Paperclip Icon
Attachments in HTML and Rich Text Messages
Guidelines for File Attachment Type and Size
Attachment Sources
Outlook Items as Attachments
Attachment Reminder
Policy Tips
Demo - Attaching a File to a Message
Attachment Options
Attachment Preview
Demo - Working with Received Attachments
Topic B: Add Illustrations to Messages
The Illustrations Command Group
Pictures and Online Pictures
SmartArt Graphics
The Screenshot Tool
The Text Command Group
WordArt
Galleries
Contextual Tabs
Demo - Inserting an Image into an Email Message

Calendar Print Options
Demo - Printing Your Calendar
Chapter 7 Review

<u>Chapter 8 - Working with Tasks and Notes</u>   13m
Working with Tasks and Notes
Topic A: Create Tasks
The Tasks View
The Task Forms
Task Views
Task Options
Demo - Create a Recurring Task
Topic B: Create Notes
Notes
Notes Views
Demo - Creating and Modifying Notes
Chapter 8 Review
Course Closure

Total Duration: 2h 51m