

## Microsoft Outlook 2019, Organizing Office Life (ODBO19)

**ID** ODBO19 **Price** 490.— €(excl. tax) **Duration** 1 day

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### Course Overview

Learn with this compact course in the shortest time how to communicate with Outlook via e-mail, create contacts, appointments as well as create and manage tasks. Supported by easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with Outlook.

Already on the first pages you will learn all the basic aspects of Outlook by means of an easy-to-follow example - e.g. writing, receiving and replying to e-mails. Thus, after the first chapter, you will not only have understood the basics of working with Outlook, but also experienced them in practice.

After you have received an overview of the basic possibilities of Outlook, you will gradually learn all the important Outlook features that can be of importance in later practice, such as the use of e-mails and contacts or how to plan and organize appointments and tasks. In this way, you can expand your Outlook skills step by step as needed. In addition, "Outlook 2019 - Basic Course Compact" also provides you with valuable services as a reference work again and again.

Tailored to the learning topics in "Outlook 2019 - Basic Course Compact", with BuchPlus you receive a comprehensive, digital media package with learning videos, further exercises, additional learning content, a knowledge test and quick overviews of the most important commands.

### Course Content

- 1 Outlook kennenlernen
- 2 Basic techniques
- 3 Designing and sending e-mails
- 4 Receiving e-mails
- 5 Order in the mailbox
- 6 Print

- 7 Manage contacts
- 8 Using the address book
- 9 Enter and edit appointments
- 10 Print, customize and send calendars
- 11 Manage tasks
- 12 Manage folders and items
- 13 Manage e-mails

### Detailed Course Outline

#### 1 Get to know Outlook

- 1.1 What is Outlook
- 1.2 Starting Outlook
- 1.3 Outlook modules at a glance
- 1.4 Composing, sending and opening e-mails
- 1.5 Printing e-mails
- 1.6 Closing Outlook

#### 2 Basic techniques

- 2.1 Outlook-Fenster
- 2.2 Calling up commands
- 2.3 Customizing the Outlook Window Display
- 2.4 Quick overview of tasks and appointments
- 2.5 Searching for commands, help and further information

#### 3 Designing and sending e-mails

- 3.1 Save e-mails as drafts
- 3.2 Resend or call back e-mails
- 3.3 Adding attachments to e-mails
- 3.4 Inserting images in e-mails
- 3.5 Sending hyperlinks in e-mails
- 3.6 Correct text
- 3.7 Using reference aids for texts
- 3.8 Exercises

#### 4 Receiving e-mails

- 4.1 Basic knowledge of receiving and processing e-mails
- 4.2 Answering and forwarding e-mails
- 4.3 Editing or saving received e-mails
- 4.4 Have e-mail content read aloud
- 4.5 Exercises

## 5 Order in the mailbox

- 5.1 Editing e-mails in the display area
- 5.2 Searching for e-mails
- 5.3 Grouping e-mails by conversations
- 5.4 Adding delivery options to e-mails
- 5.5 Exercises

## 6 Print

- 6.1 Printing basics
- 6.2 Setting up print output and print formats
- 6.3 Exercises

## 7 Manage contacts

- 7.1 Personen module
- 7.2 Creating contacts
- 7.3 Saving multiple contacts
- 7.4 Edit and search contact data
- 7.5 Selecting a different display in the display area
- 7.6 Designing business cards individually
- 7.7 Sending and receiving contact data
- 7.8 Printing contacts
- 7.9 Exercises

## 8 Using the address book

- 8.1 Basic knowledge of the address book
- 8.2 Address list Manage contacts
- 8.3 Creating and using contact groups
- 8.4 Edit contact groups
- 8.5 Customizing the Address Book
- 8.6 Exercises

## 9 Enter and edit appointments

- 9.1 Calendar module
- 9.2 Creating and editing appointments
- 9.3 Using calendars effectively
- 9.4 Entering details of appointments
- 9.5 Using the reminder function
- 9.6 Creating a series of appointments
- 9.7 Entering all-day appointments and event series
- 9.8 Exercises

## 10 Print, customize and send calendars

- 10.1 Printing appointments and schedules
- 10.2 Customize Calendar Module
- 10.3 Send appointment information
- 10.4 Exercises

## 11 Manage tasks

- 11.1 Module Tasks
- 11.2 Enter and manage tasks quickly
- 11.3 Enter tasks with details
- 11.4 Displaying, arranging and printing tasks
- 11.5 Entering tasks as appointments and vice versa
- 11.6 Delegating tasks
- 11.7 Exercises

## 12 Manage folders and items

- 12.1 Creating and editing folders
- 12.2 Manage elements
- 12.3 Archiving elements
- 12.4 Use color categories
- 12.5 Exercises

## 13 Manage e-mails

- 13.1 E-mail security risks
- 13.2 Block unwanted e-mails
- 13.3 Filtering e-mails
- 13.4 Managing e-mails with rules
- 13.5 Exercises

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