Course Title: Microsoft Outlook in a Day

Course Description:
Outlook handles e-mail, contact information, scheduling, tasks lists, notes and works well with Access data. Become better organized with this handy application used widely in this hands-on course.

Course Prerequisite(s):
Basic Windows skills

Course Objectives
Learn Outlook features to handle e-mail, contact information, scheduling, tasks lists, and notes.

Textbook(s): OPTIONAL
FastCourse Outlook 2013

Next Class Possibilities:
Outlook Tips and Techniques in a Day

Lesson Plan – by week or session
AM: Getting Started with Outlook 2013
    Working with Email
    Working with People

PM: Working with People, cont’d
    Using the Calendar
    Exploring Notes, Tasks, and Integration