Course Outline

Microsoft Outlook 2016

13 Jun 2025

1. Course Objective

2. Exercises, Quizzes, Flashcards & Glossary

    Number of Questions

3. Expert Instructor-Led Training

4. ADA Compliant & JAWS Compatible Platform

5. State of the Art Educator Tools

6. Award Winning Learning Platform (LMS)

7. Chapter & Lessons

    Syllabus

    Chapter 1: Getting Started With Outlook 2016

    Chapter 2: Composing Messages

    Chapter 3: Reading and Responding to Messages

    Chapter 4: Managing Your Messages

    Chapter 5: Managing Your Calendar

    Chapter 6: Managing Your Contacts

    Chapter 7: Working With Tasks and Notes

    Chapter 8: Customizing the Outlook Environment

    Chapter 9: Configure Advanced Message Options

    Chapter 10: Advanced Message Management

    Chapter 11: Advanced Calendar Management

    Chapter 12: Advanced Contact Management

    Chapter 13: Managing Activities by Using Tasks and Journal Entries

    Chapter 14: Sharing Workspaces with Others

    Chapter 15: Managing Outlook Data Files

    Chapter 16: Appendix A: Configuring Email Message Security Settings

    Chapter 17: Appendix B: Microsoft Outlook 2016 Common Keyboard Shortcuts

    Chapter 18: Appendix C: Videos of Outlook 2016

    Videos and How To

8. Performance Based labs

    Lab Tasks

    Here's what you get

1. Course Objective

Gain hands-on expertise for the Microsoft MOS 77-731 exam with the Microsoft Outlook 2016 course and performance-based labs. The performance-based labs are versatile that simulate real-world, hardware, software & command line interface environments and can be mapped to any text-book, course & training. The MS Outlook 2016 course covers every objectives of the Microsoft Outlook 77-731 exam and provides expertise in assigning meeting action items, coordinating building resources, planning staff meetings, and sending messages for marketing campaigns.

2. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

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EXERCISES

3. Quiz

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

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QUIZ
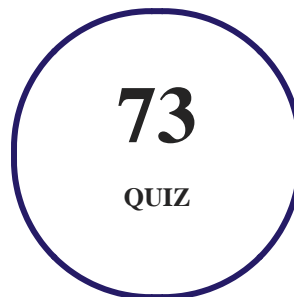
4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

100

FLASHCARDS
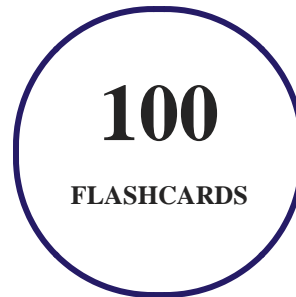
5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.

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GLOSSARY OF TERMS

6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
  1. Best Education Solution
  2. Best Virtual Learning Solution
  3. Best Student Assessment Solution
  4. Best Postsecondary Learning Solution
  5. Best Career and Workforce Readiness Solution
  6. Best Instructional Solution in Other Curriculum Areas
  7. Best Corporate Learning/Workforce Development Solution

- **2016**
  1. Best Virtual Learning Solution
  2. Best Education Cloud-based Solution
  3. Best College and Career Readiness Solution
  4. Best Corporate / Workforce Learning Solution
  5. Best Postsecondary Learning Content Solution
  6. Best Postsecondary LMS or Learning Platform
  7. Best Learning Relationship Management Solution

- **2017**
  1. Best Overall Education Solution
  2. Best Student Assessment Solution
  3. Best Corporate/Workforce Learning Solution
  4. Best Higher Education LMS or Learning Platform

- **2018**
  1. Best Higher Education LMS or Learning Platform
  2. Best Instructional Solution in Other Curriculum Areas
  3. Best Learning Relationship Management Solution

- **2019**
  1. Best Virtual Learning Solution
  2. Best Content Authoring Development or Curation Solution
  3. Best Higher Education Learning Management Solution (LMS)

- **2020**
    1. Best College and Career Readiness Solution
    2. Best Cross-Curricular Solution
    3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Getting Started With Outlook 2016

- Navigate the Outlook Interface

- Perform Basic Email Functions

- Use Outlook Help

- Summary

Chapter 2: Composing Messages

- Create an Email Message

- Check Spelling and Grammar

- Format Message Content

- Attach Files and Items

- Enhance an Email Message

- Manage Automatic Message Content

- Summary

Chapter 3: Reading and Responding to Messages

- Customize Reading Options

- Work with Attachments

- Manage Your Message Responses

- Summary

Chapter 4: Managing Your Messages

- Manage Messages Using Tags, Flags, and Commands

- Organize Messages Using Folders

- Summary

Chapter 5: Managing Your Calendar

11. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task

- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Identifying Message Form tabs
- Creating and Sending an Email
- Deleting Email Messages
- Understanding AutoCorrect feature
- Checking Spelling and Grammar in a Message
- Identifying paste options
- Attaching a File to a Message
- Understanding SmartArt
- Understanding reading options
- Working with Attachments
- Using Flags to Manage Messages
- Identifying the Calendar Grid Arrangement options
- Responding to a Meeting Request
- Printing a Calendar
- Creating Contacts
- Managing Notes
- Understanding Quick Steps
- Understanding chart type
- Modifying message settings
- Sorting Messages
- Filtering Messages
- Managing Junk Mail
- Managing Advanced Calendar Display Options
- Editing an Electronic Business Card
- Forwarding contacts
- Exporting contacts
- Identifying share calendar options

- Sharing Contacts
- Changing Data File Settings

Here's what you get

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PERFORMANCE BASED LAB

You can't stay away!

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