



Outlook 2016

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Experts

1. Jason Manibog

Senior Instructor

Jason Manibog, LearnKey's senior instructor, has spent over 15 years in the Information Technology arena as a trainer, consultant, and courseware writer. Jason is a Microsoft Certified Trainer with multiple certifications in Microsoft, CompTIA, and Adobe. Jason brings a wealth of real-world experience and the ability to explain things in very practical, real-life like terms to any class he teaches, courseware he writes, or e-Learning courses he develops. [\[Show less\]](#)

Outlook 2016 (77-731)

Product Id (203729)

🕒 6h 41m 11s | 📁 Office 2016 | 📄 4 module(s) | 📶 All

✔ Has resources

In this course, LearnKey Senior Instructor Jason Manibog will take you through what is needed to become proficient and efficient in Outlook 2016, the personal information management tool in Microsoft Office. Specific topics include: email, calendar, contacts, tasks, and notes. The course will also prepare you to take exam 77-731, the Microsoft Office Specialist exam for Outlook 2016. LearnKey's lesson layout combines various types of learning materials into concise learning segments. The goal of the lesson layout is to provide material that not only educates, but cements the concepts taught by incorporating opportunities for practical application.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

Expand all


Collapse all

Manage the Outlook Environment for Productivity


🕒 1h 5m 41s

Open

📄 Manage the Outlook Environment Pre-Assessment

 Workbook and Support Files

Lesson 1 - Customize Settings

 26m 26s


[Open](#)

Lesson 2 - Print and Save Information

 19m 6s

[Open](#)

Lesson 3 - Search Operations

 20m 9s

[Open](#)

 Manage the Outlook Environment Post-Assessment

Manage Messages

 2h 12m 18s

[Open](#)


 Manage Messages Pre-Assessment

Lesson 1 - Configure Mail Settings

 31m 29s


[Open](#)

Lesson 2 - Create Messages Part I

 22m 18s

[Open](#)

Lesson 3 - Create Messages Part II

 19m 10s


[Open](#)

Lesson 4 - Format Messages

 16m 27s

[Open](#)

Lesson 5 - Organize and Manage Messages Part I

 24m 9s

[Open](#)

Lesson 6 - Organize and Manage Messages Part II

 18m 45s


[Open](#)

 Manage Messages Post-Assessment

Manage Schedules

 1h 41m 54s

[Open](#)

 Manage Schedules Pre-Assessment

Lesson 1 - Create and Manage Calendars

 28m 30s

[Open](#)

Lesson 2 - Appointments, Meetings, and Events

 27m 20s

[Open](#)

Lesson 3 - Organize and Manage Calendar Items

 28m 40s

[Open](#)

Lesson 4 - Create and Manage Notes and Tasks

 17m 24s

[Open](#)

 Manage Schedules Post-Assessment

Manage Contacts and Groups

 42m 18s

[Open](#)

 Manage Contacts and Groups Pre-Assessment

Lesson 1 - Create and Manage Contacts

🕒 25m 44s [Open](#)

Lesson 2 - Create and Manage Contact Groups

🕒 16m 34s [Open](#)

📄 [Manage Contacts and Groups Post-Assessment](#)

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It's all about the "Why". At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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