

Microsoft® Office Outlook® 2016 Roadmap

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Answer these questions honestly!

Can You...?

- Can you compose and format an email?
- Do you know how to attach files to outgoing email messages?
- Are you able to organize your email?
- Can you reply to or forward an email?
- Can you customize the way Outlook looks?
- Do you create and sort contacts?
- Do you keep a list of tasks you want to accomplish in Outlook?
- Can you schedule an appointment in the Calendar?
- Are you able to easily move appointments?
- Do you know how to print the Outlook calendar?
- Do you know what a Quick Step is?



Take Outlook 2016 – Introduction
1-Day Course

Can You...?

- Are you able to mark an email as high priority?
- Can you find the messages you are looking for quickly?
- Do you know how to filter your messages?
- Do you know how to use automatic replies?
- Can you create a Contact Group?
- Are you successfully managing Junk email?
- Do you know how to see two time zones at one time in the Calendar?
- Are you able to create and assign tasks to other Outlook users?
- Are you able to send an entire calendar via email?
- Can you customize the To-Do Bar?
- Do you know how to back up your Outlook items?



Take Outlook 2016 – Advanced
1-Day Course