

Lesson 1: Getting Started with Outlook 2016

Topic A: Navigate the Outlook Interface

Topic B: Work with Messages

Topic C: Access Outlook Help

Lesson 2: Formatting Messages

Topic A: Add Message Recipients

Topic B: Check Spelling and Grammar

Topic C: Format Message Content

Lesson 3: Working with Attachments and Illustrations

Topic A: Attach Files and Items

Topic B: Add Illustrations to Messages

Topic C: Manage Automatic Message Content

Lesson 4: Customizing Message Options

Topic A: Customize Reading Options

Topic B: Track Messages

Topic C: Recall and Resend Messages

Lesson 5: Organizing Messages

Topic A: Mark Messages

Topic B: Organize Messages Using Folders

Lesson 6: Managing Your Contacts

Topic A: Create and Edit Contacts

Topic B: View and Print Contacts

Lesson 7: Working with the Calendar

Topic A: View the Calendar

Topic B: Create Appointments

Topic C: Schedule Meetings

Topic D: Print the Calendar

Lesson 8: Working with Tasks and Notes

Topic A: Create Tasks

Topic B: Create Notes

Appendix A: Microsoft Office Outlook 2016 Exam 77-731

Appendix B: Microsoft Outlook 2016 Common Keyboard Shortcuts