2019-2020

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Miami Beach Senior High School



Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outlook 2016

Study Guide

This Guide is to help you to learn Microsoft 2010 Outlook. Follow and complete all the tasks successfully and you will have the opportunity to take the Microsoft Outlook 2016 Industry Certification Test and pass. Keep up with the information, and this will keep track of assignments that need to be turned in and keep track of due dates. You can move ahead of the track if you like, Good luck and enjoy Outlook 2016!

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<https://edu.gcfglobal.org/en/outlook2010/>

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| --- | --- | --- | --- |
| Lesson # | Assignment | Due Date | Grade |
| 0 | GMetrix Outlook 2016 Baseline Test |  |  |
| **Outlook Basics** |
| 1 | Getting to Know Outlook 2010 |  |  |
| 2 | Sending and Receiving Email |  |  |
| 3 | Organizing and Managing Email |  |  |
| GMetrix | Outlook 2016 Manage the Outlook Environment for Productivity Training |  |  |
| GMetrix | Outlook 2016 Manage the Outlook Environment for Productivity Test |  |  |
| GMetrix | Outlook 2016 Managing Messages Training |  |  |
| GMetrix | Outlook Managing Messages Test |  |  |
| 4  | Managing Contacts  |  |  |
| GMetrix | Outlook 2016 Manage Contacts and Groups Training |  |  |
| GMetrix | Outlook 2016 Manage Contacts and Groups Test |  |  |
| 5 | Managing Your Calendars |  |  |
| 6 | Collaborating with Calendars |  |  |
| GMetrix | Outlook 2016 Managing Scheduling Training |  |  |
| GMetrix | Outlook 2016 Managing Scheduling Test |  |  |
| GMetrix | Outlook 2016 Certification Review Training |  |  |
| GMetrix | Outlook 2016 Certification Review Test |  |  |