



Managing Activities by Using Tasks in Outlook® 2016

Course ID #: 7000-560-ZZ-Z

Hours: 1

Course Content

Course Description:

Many people would be lost without some way to create, prioritize, and track tasks. Perhaps you've relied on notebooks and dog-eared pages as a quick way to set priorities. Or perhaps you've plastered your work area with sticky notes in an attempt to keep everything you need to do front and center. This course will show you how you can use Microsoft® Outlook® 2016 Tasks feature to consolidate, streamline, and simplify your tasks and to-do lists.

Target Student:

This course is intended for people who have basic competence with Outlook and want to know how to use Outlook's advanced features.

Topics:

Lesson 1: Managing Activities by Using Tasks

Topic A: Assign and Manage Tasks

- Task Request Form
- Task Reply Options
- Task Details
- Status Reports
- Task Options
- How to Manage Tasks
- Managing a Task Assigned to You