Working with Outlook® 2016 Tasks and Notes

Course Content

Course Description:

Outlook provides two features specifically designed to help you manage and organize your personal activities, assignments, and information: Tasks and Notes. This course will give you the skills you need to use Outlook's Tasks and Notes features effectively.

Target Student:

This course is intended for people who have a basic understanding of Microsoft Windows and need to know how to use the Outlook client software for business purposes.

Topics:

Lesson 1: Working with Tasks and Notes

Topic A: Create Tasks
- Tasks
- Task Form
- Task Views
- Task Options
- How to Create Tasks
- Creating a Recurring Task

Topic B: Create Notes
- Notes
- Note Views
- How to Manage Notes
- Creating and Modifying Notes