uCertify

Course Outline

Microsoft Outlook 2016 (77-731)



27 Mar 2024

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3. Exercises, Quizzes, Flashcards & Glossary

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4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

   Syllabus

   Chapter 1: Getting Started with Outlook 2016

   Chapter 2: Formatting Messages

   Chapter 3: Working with Attachments and Illustrations

   Chapter 4: Customizing Message Options

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   Chapter 6: Managing Your Contacts

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   Chapter 8: Working with Tasks and Notes

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Chapter 24: Mastery Builders

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Videos and How To

9. Practice Test

   Here's what you get

   Features

10. Post-Assessment

1. Course Objective

We have an updated version of this course, please check out the **Microsoft Outlook 2019** course!

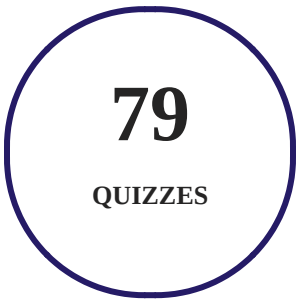
Prepare for Microsoft Outlook 2016: 77-731 exam with Microsoft Office Outlook 2016 course. The course covers all the objectives of the Microsoft 77-731 exam that include managing messages, schedules, contacts and groups, and Outlook environment for productivity, formatting messages, customizing message options, working with tasks, notes, contacts, and calendar, automating message management, and so on. The course is designed to provide expertise for MS Outlook 2016 exam.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

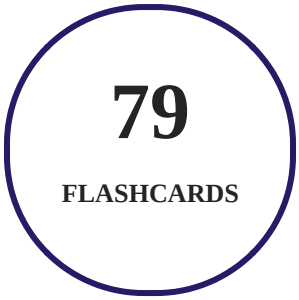
3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Getting Started with Outlook 2016

- TOPIC A: Navigate the Outlook Interface
- TOPIC B: Work with Messages
- TOPIC C: Access Outlook Help
- Summary

Chapter 2: Formatting Messages

- TOPIC A: Add Message Recipients
- TOPIC B: Check Spelling and Grammar

- TOPIC C: Format Message Content
- Summary

Chapter 3: Working with Attachments and Illustrations

- TOPIC A: Attach Files and Items
- TOPIC B: Add Illustrations to Messages
- TOPIC C: Manage Automatic Message Content
- Summary

Chapter 4: Customizing Message Options

- TOPIC A: Customize Reading Options
- TOPIC B: Track Messages
- TOPIC C: Recall and Resend Messages
- Summary

Chapter 5: Organizing Messages

- TOPIC A: Mark Messages
- TOPIC B: Organize Messages Using Folders
- Summary

Chapter 6: Managing Your Contacts

- TOPIC A: Create and Edit Contacts
- TOPIC B: View and Print Contacts
- Summary

Chapter 7: Working with the Calendar

- TOPIC A: View the Calendar
- TOPIC B: Create Appointments
- TOPIC C: Schedule Meetings
- TOPIC D: Print the Calendar
- Summary

Chapter 8: Working with Tasks and Notes

- TOPIC A: Create Tasks
- TOPIC B: Create Notes
- Summary

Chapter 9: Appendix A: Microsoft Office Outlook 2016 Exam 77-731

Chapter 10: Appendix B: Microsoft Outlook 2016 Common Keyboard Shortcuts

Chapter 11: Mastery Builders

- Mastery Builder 1-1: Using Outlook Help
- Mastery Builder 2-1: Composing and Formatting an Email
- Mastery Builder 3-1: Sending an Email with Attached Files and Inserted Pictures
- Mastery Builder 4-1: Enabling Message Preview and Conversations
- Mastery Builder 5-1: Organizing your Messages
- Mastery Builder 6-1: Creating Contacts
- Mastery Builder 7-1: Managing Recurring Calendar Entries
- Mastery Builder 8-1: Forwarding a Note

Chapter 12: Modifying Messages and Setting Global Options

- TOPIC A: Insert Advanced Characters and Objects
- TOPIC B: Modify Message Settings and Options
- TOPIC C: Configure Global Outlook Options
- TOPIC D: Customize the Outlook Interface
- Summary

Chapter 13: Organizing, Searching, and Managing Messages

- TOPIC A: Group and Sort Messages
- TOPIC B: Filter and Manage Messages
- TOPIC C: Search Outlook Items
- Summary

Chapter 14: Managing Your Mailbox

- TOPIC A: Use the Junk E-Mail Filter to Manage Messages
- TOPIC B: Manage Your Mailbox
- Summary

Chapter 15: Automating Message Management

- TOPIC A: Use Automatic Replies
- TOPIC B: Use the Rules Wizard to Organize Messages
- TOPIC C: Create and Use Quick Steps
- Summary

Chapter 16: Working with Calendar Settings

- TOPIC A: Set Advanced Calendar Options

- TOPIC B: Create and Manage Additional Calendars
- TOPIC C: Manage Meeting Responses
- Summary

Chapter 17: Managing Contacts

- TOPIC A: Import and Export Contacts
- TOPIC B: Use Electronic Business Cards
- TOPIC C: Forward Contacts
- Summary

Chapter 18: Managing Activities by Using Tasks

- TOPIC A: Assign and Manage Tasks
- Summary

Chapter 19: Sharing Workspaces with Others

- TOPIC A: Delegate Access to Outlook Folders
- TOPIC B: Share Your Calendar
- TOPIC C: Share Your Contacts
- Summary

Chapter 20: Managing Outlook Data Files

- TOPIC A: Use Archiving to Manage Mailbox Size
- TOPIC B: Back Up Outlook Items
- TOPIC C: Change Data File Settings
- Summary

Chapter 21: Appendix A: Microsoft Office Outlook 2016 Exam 77-731

Chapter 22: Appendix B: Configuring Email Message Security Settings

- TOPIC A: Configure Email Message Security Settings

Chapter 23: Appendix C: Microsoft Outlook 2016 Common Keyboard Shortcuts

Chapter 24: Mastery Builders

- Mastery Builder 1-1: Customizing the Ribbon
- Mastery Builder 2-1: Using Advanced Find
- Mastery Builder 3-1: Adding to the Safe Senders List
- Mastery Builder 4-1: Configuring an Automatic Reply Rule
- Mastery Builder 5-1: Creating a Move Messages Rule

- Mastery Builder 6-1: Exporting a Contact
- Mastery Builder 7-1: Assigning a Task to Yourself
- Mastery Builder 8-1: Sharing Your Workspaces with Another User
- Mastery Builder 9-1: Managing a Data File

Chapter 25: Appendix D: Videos

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

22	06:40
VIDEOS	HOURS

11. Practice Test

Here's what you get

35	2	35
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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