



MICROSOFT TRAINING

Introduction To Microsoft Outlook 2019 Quiz Questions Answers

Master Microsoft Outlook 2019 features for efficient communication and confidently ace your quiz questions.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

Unlock the full potential of your daily communication and organizational tasks with our "Introduction To Microsoft Outlook 2019 Quiz Questions Answers" course. Designed by Computer Pride's expert IT training curriculum developers, this intermediate-level course is tailored to equip you with a solid foundational understanding of Microsoft Outlook 2019. You will delve into the core functionalities, from efficient email management and sophisticated calendar scheduling to comprehensive contact organization and effective task tracking, all while preparing you to confidently answer common questions related to these essential features. This course serves as an invaluable resource for anyone looking to master the basics and prove their proficiency in Outlook 2019.

This focused 2-hour program not only familiarizes you with the Outlook 2019 interface and its powerful tools but also reinforces your learning through targeted quiz questions and answers. By engaging with practical scenarios and key concepts, you'll solidify your knowledge, enhance your productivity in any professional setting, and demonstrate a strong grasp of one of the most widely used office applications. Whether you're aiming to streamline your workflow, improve your professional communication skills, or prepare for an internal assessment, this course provides the clarity and confidence needed to excel.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Navigating Outlook 2019 Fundamentals

- Understanding the Outlook 2019 Interface
- Configuring Account Settings and Profiles
- Exploring the Ribbon, Panes, and Views
- Customizing Basic Outlook Options

02 Module 2: Mastering Email Management & Communication

- Composing, Sending, and Receiving Messages
- Managing Attachments and Signatures
- Organizing Emails with Folders, Categories, and Flags
- Creating and Applying Mail Rules
- Searching for Messages and Using Instant Search

03 Module 3: Calendar and Scheduling Essentials

- Creating Appointments and Events
- Scheduling and Responding to Meetings
- Working with Multiple and Shared Calendars
- Setting Reminders and Recurring Items

04 Module 4: Contacts and Task Management for Productivity

- Creating and Managing Contacts
- Organizing Contacts with Groups and Folders
- Creating and Assigning Tasks
- Tracking Task Progress and Setting Reminders
- Utilizing Notes for Quick Information Capture

05 Module 5: Quiz Concepts Review & Best Practices

- Reviewing Key Outlook 2019 Features for Assessment
- Understanding Common Scenarios and Problem-Solving
- Identifying Correct Procedures for Outlook Tasks
- Tips for Answering Outlook 2019 Related Questions Effectively

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Office Administrator**
- > **Executive Assistant**
- > **Administrative Support Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What foundational knowledge or technical skills are recommended before enrolling in this 'Introduction to Microsoft Outlook 2019 Quiz Questions Answers' course?

This course is designed for individuals with basic computer literacy. Familiarity with navigating the Windows operating system and general application usage is beneficial. No prior experience with Outlook 2019 specifically is required, as the course covers foundational concepts necessary to understand and answer common quiz questions related to the application.

Q: How does mastering the quiz questions and answers in this course translate into practical, day-to-day use of Microsoft Outlook 2019 in a professional environment?

This course is structured to solidify your understanding of Outlook 2019's core functionalities by focusing on common scenarios and features frequently assessed. By working through quiz questions, you'll gain a deeper conceptual grasp of email management, calendar scheduling, contact organization, and task tracking. This enhanced understanding directly translates into more efficient and confident use of Outlook 2019 for daily communications, scheduling meetings, managing contacts, and organizing your workflow effectively.

Q: Does successfully completing this course prepare me for any official Microsoft Outlook 2019 certification exams, or is its focus primarily on foundational knowledge assessment?

While this 'Introduction to Microsoft Outlook 2019 Quiz Questions Answers' course provides a strong foundation in the core features of Outlook 2019 and familiarizes you with the *format* of knowledge assessment questions, it is not specifically designed as a direct exam preparation for official Microsoft certification exams (like MOS: Microsoft Office Specialist). Its primary focus is on reinforcing foundational knowledge and understanding through practical quiz questions, which serves as an excellent stepping stone for further, more comprehensive certification preparation.

ABOUT COMPUTER PRIDE



computerpride

East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke