

MICROSOFT OUTLOOK CERTIFICATION COURSE DATASHEET

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ABOUT THIS COURSE



*Estimated Course Duration: 19 hours
Lesson Video Runtime: 8 hours*

SCREEN SHOTS



COURSE CONTENT

Microsoft Outlook is more than meets the eye. Instructor Danielle Milazzo Roccisano teaches you much more than how to send an email in this course; you'll learn how to use filters, set signatures, create calendar events, and more than you thought possible throughout this course, while soaking up all the knowledge you need for the Outlook certification exam. This certification course for Outlook is designed to help individuals gain a deep understanding of the tools and features available in Outlook, and to demonstrate their proficiency in using this widely used email management application. The course covers a range of topics, including basic and advanced email management techniques, calendar management, task management, and contact management.



INSTRUCTOR

Danielle Milazzo

Danielle is a Microsoft Office Specialist and instructional technology teacher who works with students and faculty frequently to assist them with Outlook.

She has taught over 200 professional development courses and loves assisting adult learners, especially teachers, to improve upon their practice.

She aspires to one day expand her role to school administration and help expand the technology in her school district in New York.

MAIN INGREDIENTS

- Project 1: Introduction & Configuration
- Project 2: Settings
- Project 3: Email
- Project 4: Calendar
- Project 5: Contacts & Task