

MOS Outlook 2013



Making More
Meaningful
Impressions.



Microsoft Office Specialist
Outlook 2013



Introducing new testing for Microsoft Office Specialist Outlook 2013.

Candidates will expand and prove technical skills by demonstrating how to customize the Outlook user interface format message content, create or insert graphic elements, and send and respond to emails and meeting requests. They can also manage and share multiple calendars, schedule meetings and appointments, create contact records and tasks, and set up contact groups to facilitate communication with other Outlook users.

Certiport makes Outlook certification as easy as 1-2-3 with a unique, three step pathway:

Learn

Learn how to use Microsoft Office using content-rich materials including textbooks, online eCourseware, and video resources.

Practice

Practice using interactive exam preparation tools and practice exams.

Certify

Certify and validate skills taking Certiport performance-based exams.



Microsoft
Office Specialist

Authorized Testing Center

Downtown Center

Business Tech & English Communication
88 Fourth Street
San Francisco, CA 94103

1.0 Manage the Outlook Environment

- **1.1 Customize Outlook Settings**
This objective may include but is not limited to: including original messages with all reply messages, changing text formats for all outgoing messages, customizing the Navigation Pane, blocking specific addresses, configuring views, managing multiple accounts, setting Outlook options
- **1.2 Automate Outlook**
This objective may include but is not limited to: changing quoted text colors, creating and assigning signatures, using Quick Steps, creating and managing rules, creating auto- replies
- **1.3 Print and Save Information in Outlook**
This objective may include but is not limited to: printing messages, printing calendars, saving message attachments, previewing attachments, printing contacts, printing tasks, saving messages in alternate formats, creating data files
- **1.4 Search in Outlook**
This objective may include but is not limited to: creating new search folders, searching for messages, searching for tasks, searching for contacts, searching calendars, using advanced find, using Search by Location

2.0 Manage Messages

- **2.1 Create a Message**
This objective may include but is not limited to: creating messages, forwarding messages, deleting messages, adding/removing message attachments, adding cc and bcc to messages, adding voting options to messages, replying to all, replying to sender only, prioritizing messages, marking as private, requesting delivery/read receipt, redirecting replies, delegating access
- **2.2 Format a Message**
This objective may include but is not limited to: formatting text, inserting hyperlinks, applying themes and styles, inserting images, adding a signature to specific messages, formatting signatures, creating and using Quick Parts
- **2.3 Organize and Manage Messages**
This objective may include but is not limited to: sorting messages, moving messages between folders, adding new local folders, applying categories, configuring junk e-mail settings, cleaning up messages, marking as read/unread, flagging messages, ignoring messages, sorting by conversation, setting attachment reminder options

3.0 Manage Schedules

- **3.1 Create and Manage Calendars**
This objective may include but is not limited to: adjusting viewing details for calendars, modifying calendar time zones, deleting calendars, setting calendar work times, using multiple calendars, managing calendar groups, overlaying calendars, sharing calendars
- **3.2 Create Appointments, Meetings and Events**
This objective may include but is not limited to: creating calendar items, creating recurring calendar items, cancelling calendar items, creating calendar items from messages, setting calendar item times, categorizing calendar items, using the scheduling assistant, changing availability status, scheduling resources, utilizing Room Finder
- **3.3 Organize and Manage Appointments, Meetings, and Events**
This objective may include but is not limited to: setting calendar item importance, forwarding calendar items, configuring reminders, adding participants, responding to invitations, updating calendar items, sharing meeting notes
- **3.4 Create and Manage Notes, Tasks, and Journals**
This objective may include but is not limited to: creating and managing tasks, creating and managing notes, attaching notes to contacts, creating journal entries, updating task status

4.0 Manage Contacts and Groups

- **4.1 Create and Manage Contacts**
This objective may include but is not limited to: creating new contacts, deleting contacts, importing contacts from external sources, editing contact information, attaching an image to contacts, adding tags to contacts, sharing contacts, managing multiple address books
- **4.2 Create and Manage Groups**
This objective may include but is not limited to: creating new contact groups, adding contacts to existing groups, adding notes to a group, updating contacts within groups, deleting groups, deleting group members