**Outlook – OCP-B**

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| Course Objectives | Demonstrate basic use Outlook’s calendar feature  Demonstrate ability to manage Outlook contacts  Apply customizing features to Outlook |
| Competencies | 27.01, 28.01, 30.01 |
| Module Materials | SAM  Outlook – Managing Calendars, Managing Contacts, Customizing Outlook |
| Assignments | Complete SAM Training for Managing Calendars  Complete SAM Exam for Managing Calendars  Complete SAM Training for Managing Contacts  Complete SAM Exam for Managing Contacts  Complete SAM Training for Customizing Outlook  Complete SAM Training for Customizing Outlook |
| Assessment | SAM Exam – Each 20 points (60 points) |