**Outlook – OCP-B**

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