

Outlook 2013 – OCP-A

Course Objectives	Demonstrate basic use of email messages using Outlook
Competencies	01.02- 07.0- 07.01- 07.02- 07.03- 13.02- 14.01- 14.04
Module Materials	SAM Outlook 2013 – Email Messages With Outlook Outlook 2013 – Managing Tasks
Assignments	In SAM, go to the section titled “Outlook 2013” Complete SAM Training for Email Messages With Outlook Complete SAM Exam for Email Messages With Outlook Complete SAM Training for Managing Tasks Complete SAM Exam for Managing Tasks
Assessment	SAM Exam – Email Messages With Outlook – 40 points SAM Exam – Managing Tasks – 40 points