uCertify

Course Outline

Microsoft Outlook 2019 (MO-400)



28 Mar 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Fundamentals

   Chapter 3: Email basics

   Chapter 4: Contacts

   Chapter 5: Tasks

   Chapter 6: Scheduling

   Chapter 7: Customization

   Chapter 8: Appendix: 3D Avatar-based Simulation

   Chapter 9: Introduction

   Chapter 10: Organizing Outlook

   Chapter 11: Managing your mail

   Chapter 12: Advanced email settings

   Chapter 13: Notes and Journal entries

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   Videos and How To
9. Practice Test

   Here's what you get

Features

10. Live labs

Lab Tasks

Here's what you get

11. Post-Assessment

1. Course Objective

Prepare for the Microsoft Outlook 2019 MO-400 certification exam with the Microsoft Outlook 2019 course and lab. The lab provides a hands-on learning experience in a safe and online environment. The Microsoft Outlook certification course and lab cover MO-400 exam objectives along with providing the knowledge and skills required to create or insert graphic elements, send and respond to emails and meeting requests including coordinating building resources, planning staff meetings, and more.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

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QUIZZES

4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

Chapter 2: Fundamentals

- Module A: Getting around
- Module B: Viewing Outlook items
- Summary

Chapter 3: Email basics

- Module A: Creating messages

- Module B: Acting on messages
- Module C: Adding content
- Module D: Signatures
- Summary

Chapter 4: Contacts

- Module A: Managing contacts
- Module B: Using contact groups
- Module C: Using contact cards
- Summary

Chapter 5: Tasks

- Module A: Creating tasks
- Module B: Managing tasks
- Module C: Assigning tasks
- Summary

Chapter 6: Scheduling

- Module A: Appointments

- Module B: Meetings
- Module C: Using the calendar
- Summary

Chapter 7: Customization

- Module A: Customizing the ribbon
- Module B: Customizing Outlook
- Summary

Chapter 8: Appendix: 3D Avatar-based Simulation

Chapter 9: Introduction

Chapter 10: Organizing Outlook

- Module A: Account management
- Module B: Using folders
- Module C: Categorizing items
- Module D: Searching and filtering
- Module E: Quick steps
- Summary

Chapter 11: Managing your mail

- Module A: Managing junk mail
- Module B: Using rules
- Module C: Cleaning up your mailbox
- Summary

Chapter 12: Advanced email settings

- Module A: Message options
- Module B: Customizing message appearance
- Summary

Chapter 13: Notes and Journal entries

- Module A: Notes
- Module B: Using the Journal
- Summary

Chapter 14: Collaboration

- Module A: Performing mail merges
- Module B: Sharing items

- Module C: Outlook integration
- Summary

Chapter 15: Appendix: 3D Avatar-based Simulation

11. Practice Test

Here's what you get

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PRE-ASSESSMENTS QUESTIONS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Live Labs

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Fundamentals

- Logging into Outlook
- Opening Outlook Items
- Using the Tell Me Box
- ?Collapsing a Group

Email basics

- Marking Messages as Read/Unread
- Creating a Signature

Tasks

- Creating and Copying a Task
- Creating a Recurring Task
- Assigning a Task

Scheduling

- Creating an Appointment
- Adding Holidays
- Changing the Calendar Color

Customization

- Customizing the Quick Access Toolbar

Organizing Outlook

- Creating a Search Folder
- Creating a Folder
- Accessing Search Options

Managing your mail

- Marking a Safe Sender
- Configuring AutoArchive Defaults

Advanced email settings

- Setting Automatic Out-of-Office Replies

Notes and Journal entries

- Viewing the Journal

Collaboration

- Changing the Permissions of a Folder

Here's what you get

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LIVE LABS

13. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

GET IN TOUCH:

3187 Independence Drive
Livermore, CA 94551,
United States

+1-415-763-6300

support@ucertify.com

www.ucertify.com