

MOS Outlook 2019 & 365 Associate Online Course

Key Information

Course Format:
Online Course

Price:
£150.00

Assessment:
Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
80 Hours of Self Study

Initial Payment of
£60.00

Approximate Delivery Time:
1-2 Working Days via Email

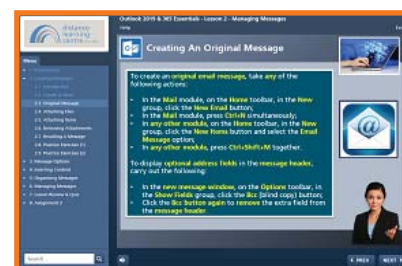
Followed by 3 payments of:
£30.00



This **MOS Outlook 2019 & 365 Associate Online Course** is designed for both students who are interested in gaining a broader knowledge of the Outlook application and for experienced Outlook users who wish to undertake a refresher course. The course follows the Microsoft Office Specialist (MOS) Associate syllabus, and is the ideal study guide for those of you wishing to gain the industry-recognised MOS certification. Proficiency in Microsoft Office products is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an important member of their team.

The MOS Outlook 2019 & 365 Associate course teaches all you need to know about the major components of the most recent version of the Outlook application and is presented in a modern multimedia online format, with the constant support and guidance of your designated course tutor, who is there to guide you every step of the way. The course contains valuable tips on preparing for the MOS examination and includes free access to the GMetrix range of MOS exam practice questions, which have the same format as the MOS exam itself.

Based on the proven "learn-by-example" principle which, as the name implies, provides real-world examples to illustrate a particular topic or technique, the courses are delivered through the Distance Learning Centre's highly-acclaimed on-line training portal via a standard web browser, such as Internet Explorer, Firefox, Chrome, Opera, or Safari. You will also be supported by a personal tutor who is available to provide feedback on your work at any time throughout the period of study.



THE MOS OUTLOOK 2019 & 365 ASSOCIATE ONLINE COURSE CONSISTS OF THE FOLLOWING MODULES:

Lesson 1 - Managing Settings & Processes

Getting started; Customising Outlook settings; Configuring mail settings; Performing search operations; Printing & saving information; Lesson review & quiz; Assignment 1 - Outlook settings and processes exercises.

Lesson 2 - Managing Messages

Introduction; Creating Messages; Message options; Inserting message content; Organising messages; Managing messages; Lesson review & quiz; Assignment 2 - Managing messages exercises.

Lesson 3 - Mail Settings & Formatting

Introduction; Configuring mail settings; Formatting messages; Managing conversations; Quick Steps, archiving, and delegating access; Lesson review & quiz; Assignment 3 - Mail settings and formatting exercises.

Lesson 4 - Managing Schedules

Introduction; Creating & managing calendars; Creating appointments, meetings, & events; Organising & managing appointments, meetings, & events; Lesson review & quiz; Assignment 4 - Scheduling exercises.

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Lesson 5 - Managing Contacts & Tasks

Introduction; Creating & managing contacts; Managing address books; Creating & managing contact groups; Creating & managing notes & tasks; Lesson Review & Quiz; Assignment 5 - Contacts & tasks exercises; THE MOS examination.

[Click here for a detailed list of all content covered in the course.](#)

FREE GMETRIX EXAM PREPARATION SOFTWARE:

The course also comes with GMetrix exam preparation software. The GMetrix Skills Management System provides everything you need to prepare for the Microsoft Office Specialist (MOS) Certification.

Overview of Test features:

- Practice tests map to the Microsoft Office Specialist (MOS) exam objectives.
- All tests are in-application or performance-based simulations to provide the best assessment of real-world experience.
- All tests have both a testing and a training mode providing step-by-step help on each question.
- Progress at own pace, save test to resume later, return to skipped questions.
- Detailed, printable score report highlighting areas requiring further review.

Please Note: You will need a version of Microsoft Outlook 2019 or Microsoft Outlook 365 to be able to use the GMetrix software package.

COURSE PREREQUISITES:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Outlook 2019 or Microsoft Outlook 365 to complete the course.

Please Note: This course covers the PC versions of Microsoft Outlook 2019 and Microsoft Outlook 365. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to the PC version of Microsoft Office and will differ slightly from the Mac versions..

COURSE DURATION & SUPPORT:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. Course extensions can be purchased if you do not complete this course within the 12 month period. As the course is self-study you can complete in as little or as long a time as you prefer.

ASSESSMENT:

You will be assessed on assignments which are detailed in the course materials. These assignments will require you to create work on, and create and edit files. Your work can be sent back to your course tutor by email.

MOS OUTLOOK 2019/365 ASSOCIATE CERTIFICATION:

On successful completion of this course students will receive our Microsoft Outlook 2019 and 365 Associate Certificate of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist (MOS) Outlook Associate MO-400 exam.

Examinations must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased from our website for £90.00. We usually advise buying a voucher when you are ready to sit your test, although you can add this to your order when you purchase your course. Students can locate testing centres and schedule appointments on the Certiport Website by following the Test Candidates > Locate a Testing Centre links.



Please Note: Exam Centres will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.