



**Outlook Tips, Tricks and Secrets**  
IPD131

Hours:    In Class 3                    Clinical 0                    Total 3

**Description**

So you know the essentials of Outlook, now its time for you to learn some tips, tricks and secrets. Use these tips and tricks to make your email tasks in Outlook more efficient and productive.

**Why learn it?**

There is a difference in using a program and being proficient in a program. Take your education to the next level. I promise you that you will learn something in this class you did not know!

**Prerequisites**

IPD130 Outlook 2019 Essentials or basic Outlook knowledge.

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

**Books**

Outlook Tips and Tricks

- ISBN:

(Included)

**Learning Objectives**

Explore cross-program features in Outlook and other MS Office products.

Practice shortcuts for the email and calendar.

List features of Outlook in tracking tasks and contacts.

**Teaching Philosophy**

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

**Teaching Methods**

Methods include lecture, class discussion and demonstrations.

**Evaluation Methods**

Student success is based on participation in class activities and the completion of exercises.

**Grading Policy**

A certificate of completion requires successful completion of all assigned work within the established time frame.

**Student Responsibilities**

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at [www.mntc.edu/board-policies](http://www.mntc.edu/board-policies). Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.