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## Course Overview

### Welcome to the course!

In this course, you'll learn in a classroom-style setting in addition to online discussions, team project collaboration, and special event participation through the Learning center portal.

[Continue to the Learning center portal →](#)

## Documents

See all

New Upload

All Documents

	Name	Modified	Modified By
	General	October 27, 2022	Cathy Day
	Project team 1	October 27, 2022	Cathy Day
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## Resources [Sample content]

- [Help center](#)
- [Study guides](#)
- [Course FAQs](#)
- [Course calendar](#)
- [Textbooks](#)
- [Message the instructor](#)

## Upcoming events [Sample content]

See all

+ Add event



### Create an event

When you add an event, it will show here where your students can see it.



Month 01

### Title of event

Tuesday 12:00 AM - 1:00 PM



Month 01

### Title of event

Tuesday 12:00 AM - 1:00 PM



Month 01

### Title of event

Tuesday 12:00 AM - 1:00 PM

## Course updates [Sample content]

+ Add



+ Add News

### Create a news post

Keep your audience engaged by sharing your latest updates.



### Keep your team updated with news on your team site

From the site home page you'll be able to quickly surface a news post -- a status update, trip report, or even just highlight a document with some additional context...



### What is a team site?

A SharePoint team site connects you and your team to the content, information, and apps you rely on every day. For example, you can use a team site to share and collaborate...



### Add a page to a site

Adding pages is a great way to share ideas using images, Excel, Word and PowerPoint documents, video, and more. You can create and publish pages quickly and easily, and...



## Meet the course instructor [Sample content]

Hi, my name is Megan Rowen. I am excited to be teaching this course again for the 5th year in a row! Teaching is my passion because I love watching others learn and grow. I am looking forward to meeting you soon.

Read my course FAQs and email me for questions.

# Microsoft Courses Manuals

**Edward Tetz, Ed Wilson, Daniel A. Lauer**



## **Microsoft Courses Manuals:**

Outlook on the Web Training Manual Classroom in a Book TeachUcomp ,2019-10-27 Complete classroom training manual for Microsoft Outlook on the Web 143 pages and 94 individual topics Includes practice exercises and keyboard shortcuts You will learn all about email tasks effective use of the calendar and much more Topics Covered Getting Acquainted with Outlook on the Web 1 Introduction to the Outlook on the Web 2 What is the Outlook on the Web 3 Starting Outlook on the Web 4 The Outlook on the Web Environment 5 System Requirements for the Outlook on the Web 6 Using the Outlook on the Web Light Version 7 Applying a Theme 8 Adding and Managing Add ins E Mail 1 Using the Inbox 2 Creating and Addressing Messages 3 Entering and Formatting Messages 4 Checking Message Spelling 5 Saving Message Drafts 6 Sending Attachments from OneDrive 7 Sending Local Attachments 8 Inserting Pictures 9 Sending a Message 10 Receiving E Mail Messages 11 Opening Messages 12 Printing Messages 13 Downloading Attachments 14 Replying to Messages 15 Forwarding Messages 16 Ignoring a Conversation Thread 17 The Deleted Items Folder 18 Permanently Deleting Items 19 Recovering Deleted Items Managing Items 1 Creating and Managing Categories 2 Categorizing Items 3 Marking Messages as Read or Unread 4 Flagging Items 5 Marking Messages as Junk 6 Pinning Messages 7 Archiving Messages 8 Changing the Display of Messages in the Inbox Pane Mailbox Management 1 Creating and Using Inbox and Sweep Rules 2 Creating a Folder 3 Moving and Copying Messages 4 Managing the Favorites Folder List 5 Filtering and Sorting Messages in the Inbox Pane 6 Setting and Managing Folder Permissions 7 Finding Items E Mail Options 1 Creating and Using E Mail Signatures 2 Using Automatic Replies Out of Office Assistant 3 Changing Your Password 4 Viewing Your Mailbox Usage 5 Enabling Online Access Calendar 1 Opening the Calendar 2 Navigating Calendar Dates 3 Creating Appointments and Events 4 Canceling Appointments and Events 5 Creating Recurring Appointments and Events 6 Printing the Calendar 7 Sharing Calendars 8 Managing Multiple Calendars 9 Adding Shared Calendars 10 Using the Scheduling Assistant 11 Using the Suggested Meetings App 12 Accessing Calendar Options 13 Changing Automatic Processing Settings 14 Changing the Calendar Appearance 15 Changing the Notifications Settings 16 Publishing Calendars 17 Changing Reminders Settings Meetings 1 Creating a Meeting Request 2 Responding to Meeting Requests 3 Viewing Meeting Request Responses 4 Editing and Updating Meetings 5 Creating Recurring Meetings People 1 Creating a New Contact 2 Adding Contacts from E Mail 3 Creating a Contact List 4 Linking Contacts 5 Finding Contacts 6 Connecting to Social Networks 7 Using the Directory 8 Importing Contacts Tasks 1 Creating a New Task 2 Editing Tasks 3 Attaching Files to Tasks 4 Viewing Tasks and Flagged Items 5 Sorting Tasks 6 Filtering Tasks 7 Deleting Tasks Groups 1 Accessing Groups 2 Creating a New Group 3 Adding Members to Groups 4 Contributing to Groups 5 Managing Files in Groups 6 Accessing the Group Calendar 7 Changing the View of Groups 8 Subscribing to and Unsubscribing from Groups 9 Leaving Groups 10 Editing Managing and Deleting Groups      **Adobe Acrobat Pro DC Training Manual Classroom in a Book** TeachUcomp ,2024-12-11 Complete classroom training manual for Adobe Acrobat Pro DC 292 pages and 133 individual

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