

MICROSOFT OFFICE OUTLOOK CORE ARTICULATION

Pierce County Careers Connection
Dual Credit Articulation Agreement

Upon completion of appropriate high school courses or equivalent to the following competencies:

- **MANAGING THE OUTLOOK ENVIRONMENT**
 - Apply and manipulate Outlook program options
 - Manipulate item tags
 - Arrange the Content Pane
 - Apply search and filter tools
 - Print an Outlook item

CREATING AND FORMATTING ITEM CONTENT

- Create and send email messages
- Create and manage Quick Steps
- Create item content
- Format item content
- Attach content to email messages

MANAGING EMAIL MESSAGES

- Clean up the mailbox
- Create and manage rules
- Manage junk mail
- Manage automatic message content

MANAGING CONTACTS

- Create and manipulate contacts
- Create and manipulate contact groups

MANAGING CALENDAR OBJECTS

- Create and manipulate appointments and events
- Create and manipulate meeting requests
- Manipulate the Calendar pane

WORKING WITH TASKS, NOTES AND JOURNAL ENTRIES

- Create and manipulate tasks
- Create and manipulate notes
- Create and manipulate Journal entries

A student earning a “C” grade or better may earn college credit at the following college:

<u>College</u>	<u>Course</u>	<u>Credits</u>
Bates Technical College	AOA 111	2

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