

# uCertify

## Course Outline

Microsoft Office Outlook 2013 (Course & Labs)



04 Aug 2025

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Here's what you get

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Here's what you get

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## 1. Course Objective

We have an updated version of this course, please check out the [Microsoft Outlook 2019](#) course!

Kick start your prep for the MOS 77-423 exam with the Microsoft Office Outlook 2013 course. The Microsoft Outlook certification course provides complete coverage of the MOS 77-423 exam and provides skills in managing the Outlook environment, and working with tasks, notes, and journal entries. The Microsoft Outlook certification course will help you understand about the Microsoft Outlook 2013 along with the concepts required for the 77-423 exam.

## 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.

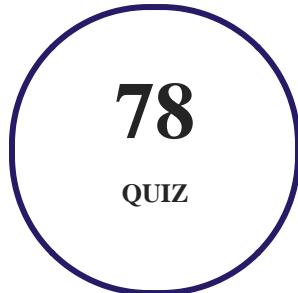
## 3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.



## 4. Quiz

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.



## 5. 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.



## 6. 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.



## 7. 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.

## 8. 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.

## 9. 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.

## 10. 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

## 11. 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: Getting Started With Outlook 2013

- TOPIC A: Navigate the Outlook Interface
- TOPIC B: Perform Basic Email Functions
- TOPIC C: Use Outlook Help

- Summary

## Chapter 2: Composing Messages

- TOPIC A: Create an Email Message
- TOPIC B: Check Spelling and Grammar
- TOPIC C: Format Message Content
- TOPIC D: Attach Files and Items
- TOPIC E: Enhance an Email Message
- TOPIC F: Manage Automatic Message Content
- Summary

## Chapter 3: Reading and Responding to Messages

- TOPIC A: Customize Reading Options
- TOPIC B: Work with Attachments
- TOPIC C: Manage Your Message Responses
- Summary

## Chapter 4: Managing Your Messages

- TOPIC A: Manage Messages Using Tags, Flags, and Commands

- TOPIC B: Organize Messages Using Folders
- Summary

## Chapter 5: Managing Your Calendar

- TOPIC A: View the Calendar
- TOPIC B: Manage Appointments
- TOPIC C: Manage Meetings
- TOPIC D: Print Your Calendar
- Summary

## Chapter 6: Managing Your Contacts

- TOPIC A: Create and Update Contacts
- TOPIC B: View and Organize Contacts
- Summary

## Chapter 7: Working With Tasks and Notes

- TOPIC A: Manage Tasks
- TOPIC B: Manage Notes
- Summary

## Chapter 8: Customizing the Outlook Environment

- TOPIC A: Customize the Outlook Interface
- TOPIC B: Create and Manage Quick Steps
- Summary

## Chapter 9: Configure Advanced Message Options

- TOPIC A: Insert Advanced Characters and Objects
- TOPIC B: Modify Message Settings, Properties, and Options
- Topic C: Use Automatic Replies
- Summary

## Chapter 10: Advanced Message Management

- TOPIC A: Sort Messages
- TOPIC B: Filter Messages
- TOPIC C: Organize Messages
- TOPIC D: Search Messages
- TOPIC E: Manage Junk Mail
- TOPIC F: Manage Your Mailbox

- Summary

## Chapter 11: Advanced Calendar Management

- TOPIC A: Manage Advanced Calendar Options
- TOPIC B: Manage Additional Calendars
- TOPIC C: Manage Meeting Responses
- Summary

## Chapter 12: Advanced Contact Management

- TOPIC A: Edit an Electronic Business Card
- TOPIC B: Manage Advanced Contacts Options
- TOPIC C: Forward Contacts
- TOPIC D: Export Contacts
- Summary

## Chapter 13: Managing Activities by Using Tasks and Journal Entries

- TOPIC A: Assign and Manage Tasks
- TOPIC B: Record and Modify Journal Entries
- Summary

## Chapter 14: Sharing Workspaces with Others

- TOPIC A: Delegate Access to Mail Folders
- TOPIC B: Share Your Calendar
- TOPIC C: Share Your Contacts
- Summary

## Chapter 15: Managing Outlook Data Files

- TOPIC A: Back Up Outlook Items
- TOPIC B: Change Data File Settings
- Summary

## Chapter 16: Appendix A: Microsoft Office Outlook 2013 Exam 77-423

## Chapter 17: Appendix B: Configuring Email Message Security Settings

- TOPIC A: Configure Email Message Security Settings

## Chapter 18: Appendix C: Microsoft Outlook 2013 Common Keyboard Shortcuts

## **Videos and How To**

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

**114**

VIDEOS

**05:46**

HOURS

## 12. Practice Test

**Here's what you get**

**15**

PRE-ASSESSMENTS  
QUESTIONS

**2**

FULL LENGTH TESTS

**40**

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.

## 13. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

## Lab Tasks

- Sending an email message
- Using Bcc in an email
- Using spelling and grammar check
- Changing font size and font style
- Forwarding an email message as an attachment
- Adding an attachment to an email
- Creating a signature
- Grouping and viewing mails in an inbox
- Viewing attachments in an email
- Saving all attachments
- Tracking email with delivery receipt

- Adding a reminder on a date
- Creating an appointment and making it recurring
- Adding contacts
- Creating and changing a link to a web page
- Setting up automatic replies
- Creating and deleting search folder
- Controlling spam

## Here's what you get

**18**

PERFORMANCE BASED  
LAB

**18**

VIDEO TUTORIALS

**14**

MINUTES

## 14. 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.

You can't stay away! Get



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