



# Goodheart-Willcox Publisher

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Goodheart-Willcox Publisher		
Correlation of <i>Principles of Digital Information Technology</i> © 2021		
by Kathleen M. Austin, Lorraine N. Bergkvist		
to the Microsoft Office Specialist (MOS) Certification standards for Outlook		
STANDARD		G-W CORRELATING PAGES
<b>Manage Outlook Settings and Processes</b>		
<b>1.1 Customize Outlook settings</b>		
1.1.1	Change the display of messages, calendar items, contact records, and tasks	P. 541, Customizing Outlook Settings
1.1.2	Add accounts	P. 525, Microsoft Outlook Paragraph 2
1.1.3	Configure automatic replies	P. 534, Auto Respond
<b>1.2 Configure mail settings</b>		
1.2.1	Specify default fonts for new messages and responses	P. 541, Configuring Mail Settings
1.2.2	Customize reply message settings	P. 541, Configuring Mail Settings
1.2.3	Create, assign, and modify signatures	P. 542, Configuring Mail Settings Paragraph 3
<b>1.3 Perform search operations</b>		
1.3.1	Create search folders	P. 542, Performing Search Operations Paragraph 3
1.3.2	Search for messages, calendar items, contacts, and tasks	P. 542, Performing Search Operations Paragraph 4
1.3.3	Search by using advanced find	P. 543, Performing Search Operations Paragraph 5
<b>1.4 Print and save information</b>		
1.4.1	Print message, calendar, contact, and task information	P. 543, Printing and Saving Information
1.4.2	Save message attachments	P. 543, Printing and Saving Information Paragraph 2
1.4.3	Preview message attachments	P. 543, Printing and Saving Information Paragraph 2
1.4.4	Save messages in alternative formats	P. 543, Printing and Saving Information Paragraph 3
<b>Manage Messages</b>		
<b>2.1 Create messages</b>		
2.1.1	Add or remove message attachments	P. 531, Attachments Paragraph 1
2.1.2	Designate recipients by using courtesy copy (CC) and blind courtesy copy (BCC)	P. 527, Header Paragraph 2
2.1.3	Use @mention to get someone's attention	P. 544, Creating Messages Paragraph 3
2.1.4	Forward and reply to messages	P. 530, Replying to and Forwarding Messages Paragraph 1
2.1.5	Flag outgoing messages for follow up	P. 544, Creating Messages Paragraph 4

2.1.6	Set the importance and sensitivity of outgoing messages	P. 545, Creating Messages Paragraph 6
<b>2.2 Insert message content</b>		
2.2.1	Insert hyperlinks	P. 545, Inserting Message Content Paragraph 2
2.2.2	Insert images	P. 545, Inserting Message Content Paragraph 1
2.2.3	Add signatures to individual messages	P. 535, Signatures P. 535 Hands-On Example 13.1.3
<b>2.3 Organize and manage messages</b>		
2.3.1	Sort messages	P. 541, Customizing Outlook Settings Paragraph 3 P. 546, Organizing and Managing Messages
2.3.2	Create folders	P. 546, Organizing and Managing Messages
2.3.3	Move messages between folders	P. 546, Organizing and Managing Messages
2.3.4	Categorize messages	P. 545, Creating Messages Paragraph 7
2.3.5	Flag received messages	P. 544, Creating Messages Paragraph 4
2.3.6	Ignore conversations	P. 546, Organizing and Managing Messages Paragraph 4
2.3.7	Change the display of messages	P. 541, Customizing Outlook Settings
<b>Manage Schedules</b>		
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3.1.1	Set calendar work times	P. 547, Creating and Managing Calendars Paragraph 1
3.1.2	Manage multiple calendars	P. 547, Creating and Managing Calendars Paragraph 1
<b>3.2 Create appointments, meetings, and events</b>		
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3.2.2	Cancel meetings	P. 549, Creating Appointments, Meetings, and Events Paragraph 8
3.2.3	Create calendar items from messages	P. 548, Creating Appointments, Meetings, and Events Paragraph 7
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3.2.5	Set up meetings by using the scheduling assistant	P. 549, Creating Appointments, Meetings, and Events Paragraph 9
3.2.6	Set availability for calendar items	P. 549, Creating Appointments, Meetings, and Events Paragraph 10
<b>3.3 Organize and manage appointments, meetings, and events</b>		
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3.3.2	Configure reminders	P. 549, Organizing and Managing Appointments, Meetings, and Events Paragraph 2
3.3.3	Invite meeting participants	P. 548, Creating Appointments, Meetings, and Events Paragraph 5
3.3.4	Respond to invitations	P. 549, Organizing and Managing Appointments, Meetings, and Events
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<b>4.3 Create and manage tasks</b>		
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