Skillsoft LOP I Course Module Checklist

Introduction to Microsoft Outlook 2010 (OP-121)	Asset ID	Time		Completed
Getting Started with Outlook 2010	mo_bout_a01_dt_enus	60		
Managing Conversations and Organizing E-mail in Outlook 2010	mo_bout_a02_dt_enus	60		
Managing Attachments, Graphics, Signatures, and Autoreplies in Outlook 2010	mo_bout_a03_dt_enus	60		
Using the Calendar for Appointments, Events, and Meetings in Outlook 2010	mo_bout_a04_dt_enus	60		
Managing Meetings and Customizing the Calendar in Outlook 2010	mo_bout_a05_dt_enus	60		
Outlook 2010 Social Connector and Messaging	mo_bout_a06_dt_enus	60		
Working with Contacts in Outlook 2010	mo_bout_a07_dt_enus	60		
Using the Tasks, Notes, and Journal Features in Outlook 2010	mo_bout_a08_dt_enus	60		

Introduction to Microsoft Word 2010 (OP-122)	Asset ID	Time		Completed
Getting Started with Word 2010	mo_bwrd_a01_dt_enus	60		
Formatting and Working with Text in Word 2010	mo_bwrd_a02_dt_enus	60		
Organizing and Arranging Text in Word 2010	mo_bwrd_a03_dt_enus	60		
Moving Around in Word 2010	mo_bwrd_a04_dt_enus	60		
Structuring Word 2010 Documents	mo_bwrd_a05_dt_enus	60		
Reviewing Documents in Word 2010	mo_bwrd_a06_dt_enus	60		
Saving, Sharing, and Printing in Word 2010	mo_bwrd_a07_dt_enus	60		
Customizing the Behavior and Appearance of Word 2010	mo_bwrd_a08_dt_enus	60		
Drawing and Inserting Graphics in Word 2010	mo_bwrd_a09_dt_enus	60		