Unit 6: Microsoft Outlook (Email and Personal Information Manager)

Content Area: **Business**
Course(s): **Advanced Computer Applications**
Time Period: **4th Marking Period**
Length: **Half of Marking Period**
Status: **Published**

Unit Overview

Students will synthesize and apply the fundamental and advanced features of Microsoft Outlook (email and personal information manager).

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Transfer

Students will be able to independently use their learning to...

-Interact with and leverage the features of Microsoft Outlook to efficiently manage email and personal information (agenda, priorities, and calendar).

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Meaning

Understandings

Students will understand...

-"Email and personal information manager," "Outlook," and basic Outlook terminology. Identify the primary applications of Outlook.

-Basic features of Outlook and of the Outlook screen/window

-The Outlook screen, dialog boxes, and relevant features accessed via mouse and keyboard interface.

-Basic Outlook Email skills. (Including: checking, opening, creating, formatting, sending, and printing email messages; replying to and forwarding email messages; and utilizing features/techniques for managing email messages.)

-More advanced Outlook Email features. (These may include: attachment options, receipts, voting options,

automatic signatures, redirecting replies to a different email account, and/or automatic replies/messages.)

-Outlook People (Contacts). (Including: adding/creating individual contacts; creating groups; sending email messages to individual contacts and groups; and managing contacts/groups.)

-Basic Outlook Calendar features.

-Basic Outlook Task features.

-Outlook features relevant to the Microsoft Certification Exam for Outlook.

-How to integrate supporting applications/equipment with Outlook. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

-How to address workplace and personal needs with corresponding Outlook features.

-Troubleshooting options for common Outlook problems.

Essential Questions

Students will keep considering...

-What are the fundamental and advanced features of Microsoft Outlook? How can I apply these Outlook features to be productive in the workplace and in my personal life?

Application of Knowledge and Skill

Students will know...

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-How to address workplace and personal needs with corresponding Outlook features.

-Troubleshooting options for common Outlook problems.

Students will be skilled at...

Students will ...

-Define "email and personal information manager," "Outlook," and basic Outlook terminology. Identify the primary applications of Outlook.

-Identify, apply, and synthesize the basic features of Outlook and of the Outlook screen/window

-Access and interact with Outlook features, the Outlook screen, dialog boxes, and relevant features via mouse and keyboard interface.

-Define, synthesize, and apply basic Outlook Email skills. (Including: checking, opening, creating, formatting, sending, and printing email messages; replying to and forwarding email messages; and utilizing features/techniques for managing email messages.)

- Define, synthesize, and apply more advanced Outlook Email features. (These may include: attachment options, receipts, voting options, automatic signatures, redirecting replies to a different email account, and/or automatic replies/messages.)

-Define, synthesize, and apply Outlook People (Contacts). (Including: adding/creating individual contacts; creating groups; sending email messages to individual contacts and groups; and managing contacts/groups.)

-Identify, assess, and apply basic Outlook Calendar features.

-Identify, assess, and apply basic Outlook Task features.

-Identify, define, and apply Outlook features relevant to the Microsoft Certification Exam for Outlook.

-Integrate supporting applications/equipment with Outlook. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

-Assess and connect workplace and personal needs with corresponding Outlook features.

-Troubleshoot common Outlook problems.

Academic Vocabulary

See attached list(s) of terms/skills. These list are updated as needed and available.

Learning Goal 1

Students will synthesize and apply the fundamental and advanced features of Microsoft Outlook (email and personal information manager).

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CAEP.9.2.12.C.3	Identify transferable career skills and design alternate career plans.
CAEP.9.2.12.C.7	Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace.
TECH.8.1.12	Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge.
TECH.8.1.12.A.CS1	Understand and use technology systems.
TECH.8.1.12.A.CS2	Select and use applications effectively and productively.
TECH.8.1.12.B	Creativity and Innovation: Students demonstrate creative thinking, construct knowledge and develop innovative products and process using technology.
TECH.8.1.12.B.CS1	Apply existing knowledge to generate new ideas, products, or processes.
TECH.8.1.12.B.CS2	Create original works as a means of personal or group expression.
TECH.8.1.12.C.CS2	Communicate information and ideas to multiple audiences using a variety of media and formats.
TECH.8.1.12.C.CS4	Contribute to project teams to produce original works or solve problems.
TECH.8.1.12.D.CS1	Advocate and practice safe, legal, and responsible use of information and technology.
TECH.8.1.12.E	Research and Information Fluency: Students apply digital tools to gather, evaluate, and use information.
TECH.8.1.12.E.CS3	Evaluate and select information sources and digital tools based on the appropriateness for specific tasks.
TECH.8.1.12.E.CS4	Process data and report results.
TECH.8.2.12.A.CS1	The characteristics and scope of technology.
TECH.8.2.12.A.CS3	The relationships among technologies and the connections between technology and other fields of study.
TECH.8.2.12.E.1	Demonstrate an understanding of the problem-solving capacity of computers in our world.

Target 1

Define "email and personal information manager," "Outlook," and basic Outlook terminology. Identify the primary applications of Outlook.

- Define "email and personal information manager," "Outlook," and basic Outlook terminology. Identify the primary applications of Outlook.

Target 2

Identify, apply, and synthesize the basic features of Outlook and of the Outlook screen/window

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Target 3

Access and interact with Outlook features, the Outlook screen, dialog boxes, and relevant features via mouse and keyboard interface.

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Target 4

Define, synthesize, and apply underline basic Outlook Email skills. (Including: checking, opening, creating, formatting, sending, and printing email messages; replying to and forwarding email messages; and utilizing features/techniques for managing email messages.)

- Define, synthesize, and apply basic Outlook Email skills. (Including: checking, opening, creating, formatting, sending, and printing email messages; replying to and forwarding email messages; and utilizing features/techniques for managing email messages.)

Target 5

Define, synthesize, and apply more advanced Outlook Email features. (These may include: attachment options, receipts, voting options, automatic signatures, redirecting replies to a different email account, and/or automatic replies/messages.)

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options, receipts, voting options, automatic signatures, redirecting replies to a different email account, and/or automatic replies/messages.)

Target 6

Define, synthesize, and apply Outlook <u>People (Contacts).</u> (Including: adding/creating individual contacts; creating groups; sending email messages to individual contacts and groups; and managing contacts/groups.)

- Define, synthesize, and apply Outlook People (Contacts). (Including: adding/creating individual contacts; creating groups; sending email messages to individual contacts and groups; and managing contacts/groups.)

Target 7

Identify, assess, and apply basic Outlook <u>Calendar</u> features.

- Identify, assess, and apply basic Outlook Calendar features.

Target 8

Identify, assess, and apply basic Outlook <u>Task</u> features.

- Identify, assess, and apply basic Outlook Task features.

Target 9

Identify, define, and apply Outlook features relevant to the Microsoft Certification Exam for Outlook.

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Target 10

Integrate supporting applications/equipment with Outlook. (These may include: other Microsoft applications, the internet, scanner, digital camera, storage devices, and/or drawing programs such as Paint.)

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Target 11

Assess and connect workplace and personal needs with corresponding Outlook features.

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Target 12

Troubleshoot common Outlook problems.

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Summative Assessment

- Applied Projects
- Applied Quiz/Test
- Optional Classroom Survey
- Optional Written Quiz/Test

Formative Assessment and Performance Opportunities

- Applied Activities/Projects
- Guided Practice
- Peer Review
- Reflective Discussion
- Teacher Observation

Accommodations/Modifications

- Application problems for extra practice
- Projects/scenarios related to student personal interests incorporating this unit's content/skills/features
- Scenarios for critical thinking

Unit Resources

- Guest Speakers
- Internet Resources
- Technology Software & Hardware

- Textbooks

- Videos

Interdisciplinary Connections

MA.K-12.5	Use appropriate tools strategically.
LA.RH.11-12.7	Integrate and evaluate multiple sources of information presented in diverse formats and media (e.g., visually, quantitatively, qualitatively, as well as in words) in order to address a question or solve a problem.
LA.RST.11-12.3	Follow precisely a complex multistep procedure when carrying out experiments, taking measurements, or performing technical tasks; analyze the specific results based on explanations in the text.
LA.WHST.11-12.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
LA.WHST.11-12.6	Use technology, including the Internet, to produce, share, and update writing products in response to ongoing feedback, including new arguments or information.
MA.S-MD.B.5b	Evaluate and compare strategies on the basis of expected values.