

Outlook 2013 - Part 1 Self - Evaluation

The purpose of the self evaluation is to determine if you should enroll in this training session or move forward to the next level. A score of 70% is used as the cutoff for advancement.

Direction: Place a 1 in any area you feel confident, otherwise leave it blank.

I can navigate the Outlook interface	
I can perform basic email functions	
I can use Outlook Help	
I can create an email message	
I can check spelling and grammar	
I can format message content	
I can attach files and items	
I can enhance an email message	
I can manage automatic message content	
I can customize reading options	
I can work with attachments	
I can manage my message response	
I can manage messages using tags, flags, and commands	
I can organize messages using folders	
I can view the calendar	
I can manage appointments	
I can print my calendar	
I can create and update contacts	
I can view and organize contacts	
I can manage tasks	
I can manage notes	
I can customize the Outlook interface	
I can create and manage quick steps	
I can manage meetings	

Total Score:

Percent: 

If your percentage is **greater than 70%**, we recommend you take the level 2 course.

If your percentage is **less than 70%**, we recommend you take the level 1 course.