

Outlook 2013 - Part 2 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 insert advanced characters and objects	
I can modify message settings, properties, and options	
I can use automatic replies	
I can sort messages	
I can filter messages	
I can organize messages	
I can search messages	
I can manage my mailbox	
I can manage advanced calendar options	
I can create calendar groups	
I can manage meeting responses	
I can edit an electronic business card	
I can manage advanced contacts options	
I can forward contacts	
I can export contacts	
I can delegate access to mail folders	
I can share my calendar	
I can share my contacts	
I can back up Outlook items	
I can change data file settings	
I can manage junk mail	

Total Score:

Percent: 

If your percentage is **greater than 70%**, no training is required.

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