

Pre Training Assessment Outlook

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name:		Date:	
Company:		Phone:	

Please indicate which of the following skills and/or features of Outlook you feel confident about by ticking the relevant boxes.

Outlook Level 1

- ☐ Identify the Outlook features.
- ☐ Send and receive messages.
- ☐ Manage folders and messages.
- ☐ Sort the inbox by Date, by Sender, by Subject, or by Size
- ☐ Schedule appointments
- ☐ Setting recurring events.
- ☐ Create and Manage tasks.
- ☐ Create and Manage contacts.
- ☐ Create and Manage notes.

Outlook Level 2

- ☐ Customise Outlook.
- ☐ Flag outgoing messages
- ☐ Track and recall messages
- ☐ Work with views and groups.
- ☐ Manage Outlook items using categories.
- ☐ Set or change message delivery options
- ☐ Use Calendar features such as tracking meeting responses and calendar sharing
- ☐ Track activities and files in the Journal.
- ☐ Find Outlook items using the Search feature.
- ☐ Track and Assign Tasks.

Submit your completed form:

Email as an attachment to admin@ardito.co.nz