

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 Complete & Return to:

Fax: Attention – Administration on 07 857 0771 or scan and email back to us:

Email: admin@ardito.co.nz

Please indicate which of the following features of Outlook you feel **confident** with by placing a “√” in the relevant boxes.

Outlook Level 1

- Identify the Outlook features.
- Send and receive messages.
- Manage folders and messages.
- Schedule appointments.
- Schedule meetings and events.
- Manage tasks.
- Manage contacts.
- Create and manage notes.

Outlook Level 2

- Customise Outlook toolbars and menus.
- Manage outgoing e-mail messages.
- Work with views and groups.
- Manage Outlook items using categories.
- Use Internet features.
- Use personal messaging tools.
- Manage Calendar settings.
- Track activities and files in the Journal.
- Find Outlook items using the Find feature.
- Organise Outlook items using the Organise feature.

This is to confirm that the information given above is correct

Signed _____

dated. _____