MICROSOFT OUTLOOK

Outlook 2016 Intermediate (OUT002)

Traditional Learning Pathway

SELF-ASSESSMENT CHECKLIST

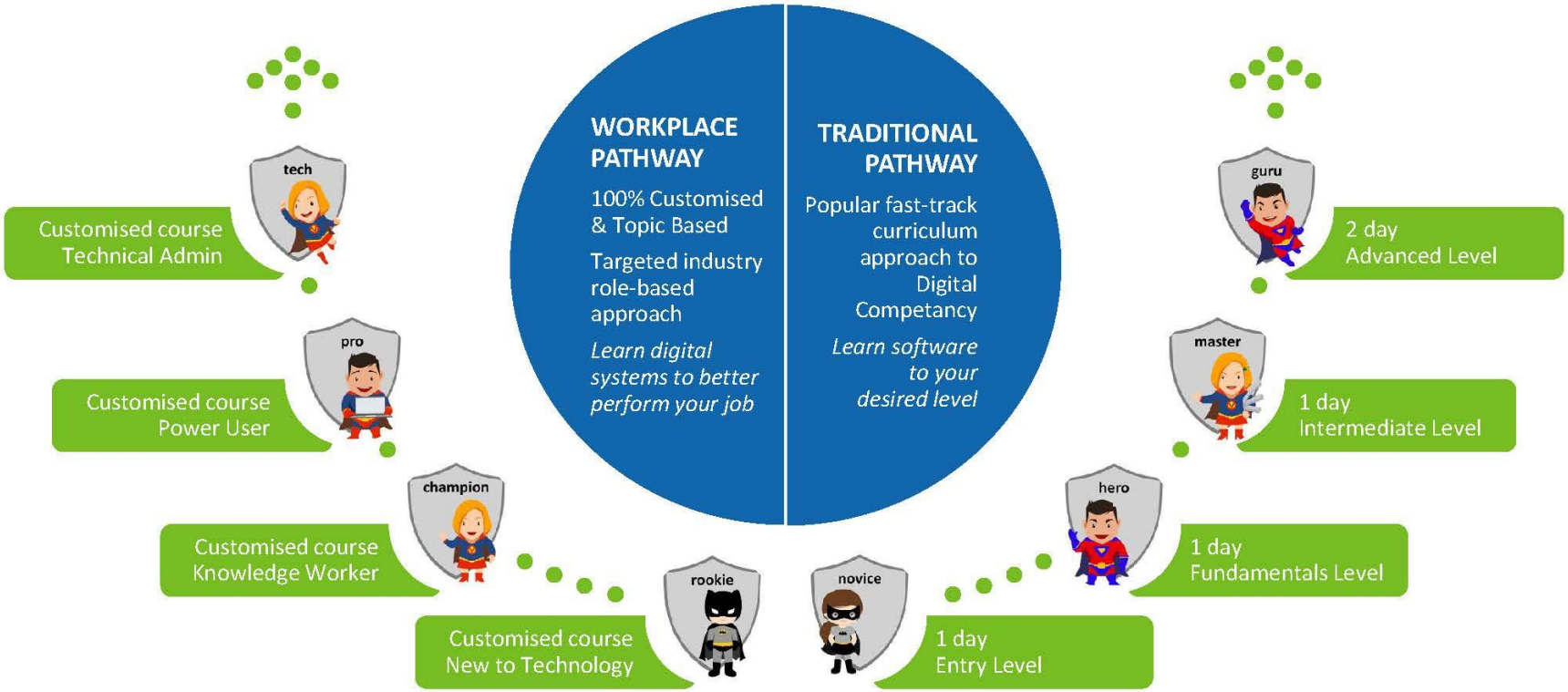
Name:

Please indicate your skill competency in the course pre-requisites by placing a tick in the check box if you believe you are competent:

- ☐ I can read, reply and forward mail in Outlook
- ☐ I can use the Outlook Ribbon to perform basic tasks in Outlook
- ☐ I am familiar with all mouse techniques and am a competent keyboard user
- ☐ I am at ease working in the Windows environment; I can maximise, minimise and close windows, and can operate more than one task in the Windows environment
- ☐ I know how to use the address book, including creating and searching for contacts
- ☐ I can create and use an email signature in Outlook
- ☐ I know several techniques to keep my inbox organised, such as using mail folders and deleting items
- ☐ I know how to preview, save and insert an attachment in Outlook
- ☐ I can create recurring appointments and set calendar reminders
- ☐ I know how to set an Out of Office Reply
- ☐ I can create tasks and view them on a task list
- ☐ I know how to access my mail from a mobile device

intelliteq

intelligent tech • intelligent solutions • intelligent staff



PATHWAYS TO PROFICIENCY