



MICROSOFT OUTLOOK

Outlook 2016 Advanced (OUT003)

Traditional Learning Pathway



SELF-ASSESSMENT CHECKLIST

Name: Type your name

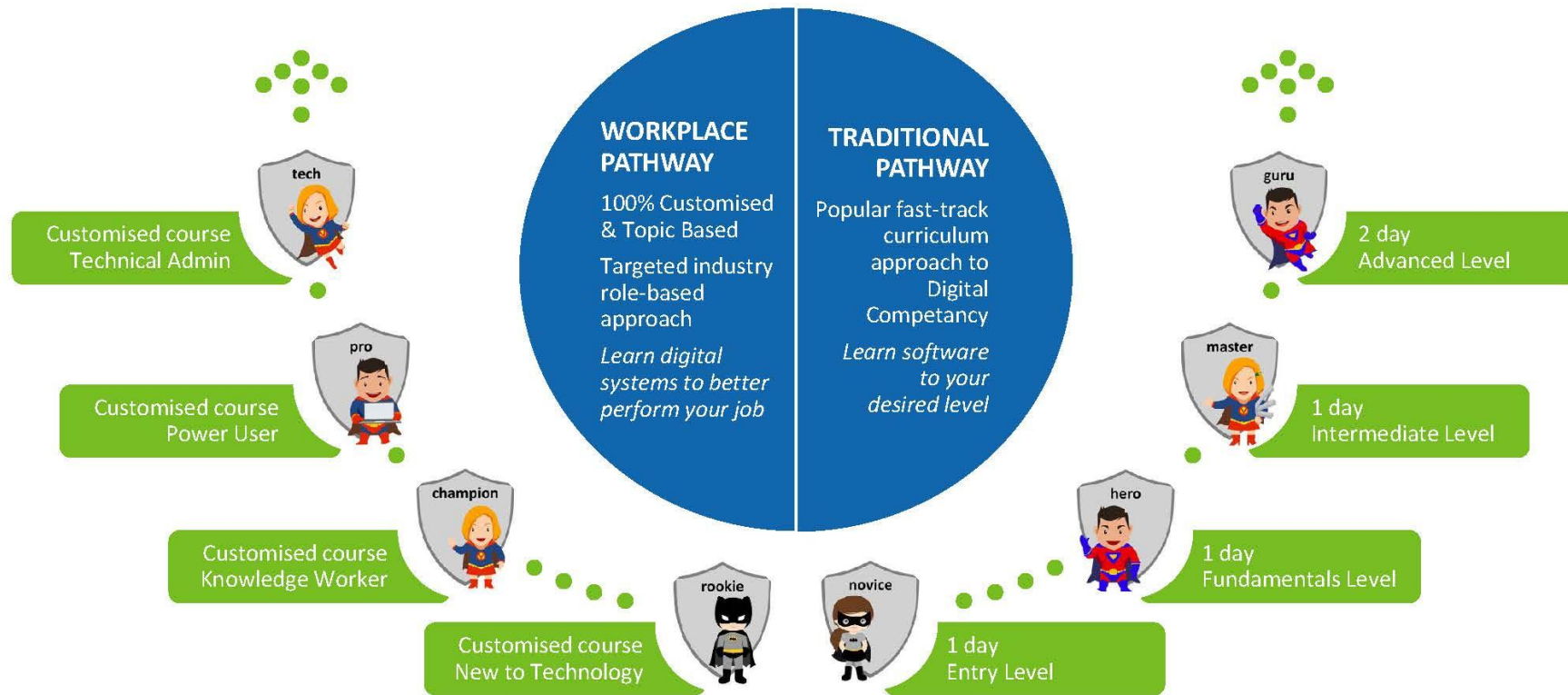
Please indicate your skill competency in the course pre-requisites by placing a tick in the check box if you believe you are competent:

- I 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 can read, reply and forward mail in Outlook, and I understand how to use CC and BCC
- I can access my mail from a mobile device
- I know how to use the Search function in Outlook
- I understand the concept of records management
- I can save email messages and attachments
- I know how to send attachments and hyperlinks by email, and I know how to compress images to send by email
- I can manage my Inbox using various techniques such as sorting, grouping, flags and categories
- I know how to use Outlook features such as tracking, recall and resend
- I can create contacts and distribution groups in Outlook
- I can use the Outlook calendar to organise a meeting with people, rooms & resources
- I can work with different Outlook Panes



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