

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 Introduction

- ☐ Understand the Outlook ribbon.
- ☐ Create a new message
- ☐ Send a message
- ☐ Reply to a message
- ☐ Forward a message
- ☐ Attach a file to an email
- ☐ Create folders
- ☐ Move emails to folders.
- ☐ Search for emails by Date, by Sender, by Subject, or by Size
- ☐ Create an appointment.
- ☐ Set a recurring appointment.
- ☐ Invite staff to a meeting.
- ☐ Create a task or To-Do list item.
- ☐ Create a contact.

Outlook Intermediate

- ☐ Customise Outlook interface.
- ☐ Flag messages
- ☐ Track messages
- ☐ Recall messages
- ☐ Set up rules and alerts to manage emails
- ☐ Work with views and groups.
- ☐ Categorise emails
- ☐ Use Calendar features such as tracking meeting responses and calendar sharing
- ☐ Use Outlooks Search feature
- ☐ Track and Assign Tasks.

Submit your completed form:

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