

Microsoft Outlook 2016 - BeginnerTM

The Microsoft Outlook – Beginner online test assesses candidates' skills for basic use of the email and calendar tool. The questions specifically measure their ability to sort emails, schedule meetings, and perform follow-ups using Outlook features.

FORMAT

20 questions
et exercices

PRICE

\$20

DURATION

30 minutes
(timed)

LANGUAGES AVAILABLE

French
English

EVALUATED DIMENSIONS

- ▶ Environment, parameters and backup
- ▶ E-mails
- ▶ Calendar and tasks
- ▶ Contacts and notes

PSYCHOMETRIC QUALITIES

- ▶ The Microsoft Outlook – Beginner test is owned and maintained by Isograd/TOSA.

* TOSA is an international standard for the assessment and certification of office and digital skills.