

Microsoft Outlook 2016 - Advanced™

The Microsoft Outlook – Advanced online test assesses candidates' skills in using the advanced functions 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
and exercises

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 – Advanced test is owned and maintained by Isograd/TOSA.

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