FACT SHEET - ONLINE TEST

Microsoft Outlook 2016 - Adaptive ™

The Microsoft Outlook – Adaptive online test is a next-generation assessment that adjusts the questions based on the candidate's responses. This test quickly identifies the candidate's actual level of proficiency on a five-level scale: beginner, basic, operational, advanced, and expert. The questions measure the candidate's ability to use the functions of the Outlook email and calendar tool.

FORMAT

25 questions and exercises

PRICE

$30

DURATION

25 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 – Adaptive test is owned and maintained by Isograd/TOSA.

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

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