

Outlook 365 – Beginner LevelTM

The Microsoft Outlook – Beginner online test assesses candidates' skills in the basic use of the email and calendar software. The questions specifically measure their ability to sort emails, schedule meetings, and follow up using Outlook's features.

FORMAT

20 Questions
and Exercises

PRICE

\$20

DURATION

30 minutes
(timed)

LANGUAGES AVAILABLE

French
English

EVALUATED DIMENSIONS

- ▶ Environment/Configuration
- ▶ Messaging
- ▶ Calendar and Tasks
- ▶ Contact and Note Management

PSYCHOMETRIC QUALITIES

- ▶ The Microsoft Outlook – Beginner test is owned and maintained by Isograd Testing Services.

* Le test Outlook – Débutant est détenu et maintenu par Isograd / TOSA. Le Tosa est un standard international d'évaluation et de certification des compétences bureautiques et digitales.