

Outlook 365 – Advanced LevelTM

The Microsoft Outlook – Advanced online test assesses candidates' skills in using the advanced features of the email and calendar application. 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 – Advanced exam is owned and maintained by Isograd Testing Services.

* The 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.