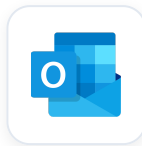


Results report

Outlook 365-Advanced (FR)



Mr B Candidate

Group: Groupe principal
Score: 50/100
Test date: August 26, 2026

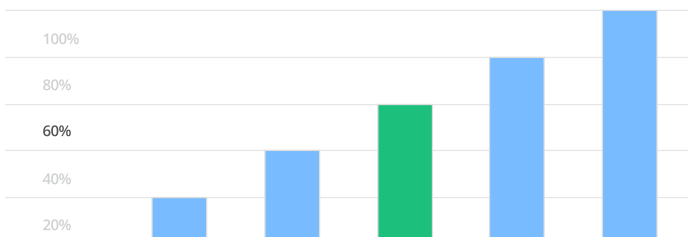


Score: 50/100

Outlook 365 Skills Assessment Summary The candidate demonstrates foundational competency in Outlook 365, achieving a 50/100 score. Strengths include managing basic calendar and task functions—the candidate can create tasks, display overdue items, and assign color categories effectively. The candidate understands contact management basics, including sorting address books and creating contacts from received messages. Additionally, the candidate knows how to identify signature buttons and attach calendar appointments to emails. However, significant gaps exist in advanced functionalities. The candidate struggles with complex tasks such as managing meeting scheduling tools, reducing image file sizes, exporting contacts, and configuring quick actions. Performance on higher-difficulty practical exercises reveals limitations in environment customization and email optimization. Foundational skills are present, but advanced feature mastery requires further development.

1 Domains

Environment and Settings



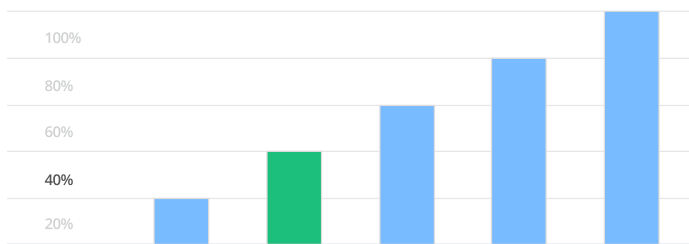
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their knowledge of the Outlook interface (ribbon, navigation pane, folders, inbox items); the customization of each item; and the use of the Out of Office Assistant and print options manager. Questions also cover data management, archiving and backup, and account creation and customization.

AI ANALYSIS OF ANSWERS

Environment and Settings covers Outlook interface customization, folder management, data organization, archiving, and account configuration. The candidate achieved a 42.86% success rate, demonstrating mixed proficiency. Regarding interface navigation and basic customization, the candidate successfully identified the signature button and assigned color categories, showing competence in fundamental interface elements. However, in advanced data management tasks, the candidate struggled significantly, failing to create search folders, configure quick actions, and export contacts. The candidate demonstrates foundational knowledge of Outlook's basic features but lacks proficiency in more complex organizational and data management functions required for efficient email administration.

Emails



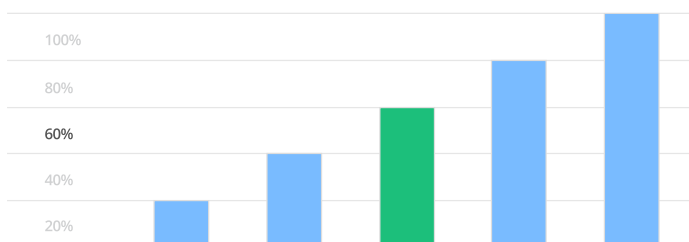
DOMAIN DESCRIPTION:

In this domain, candidates are tested on composing and sending email messages, email formatting, adding different types of attachments, and using Outlook features (cc: and bcc:, adding a signature, creating delivery and read receipts). This domain also includes using rules and alerts, message management, and searching for information in Outlook.

AI ANALYSIS OF ANSWERS

Emails domain encompasses composing, formatting, and sending messages with attachments, utilizing features like cc/bcc, signatures, and receipts, plus message management and searching. With a 37.5% success rate, the candidate shows limited competency. In basic email composition, the candidate successfully attached a calendar appointment and assigned color categories, indicating understanding of fundamental email operations. However, the candidate cannot effectively manage advanced email features, failing to reduce image weight, create search folders, configure quick actions, and send calendars. The candidate demonstrates basic email functionality understanding but lacks the advanced skills needed for efficient message management, attachment optimization, and feature utilization in professional email workflows.

Calendar and Tasks



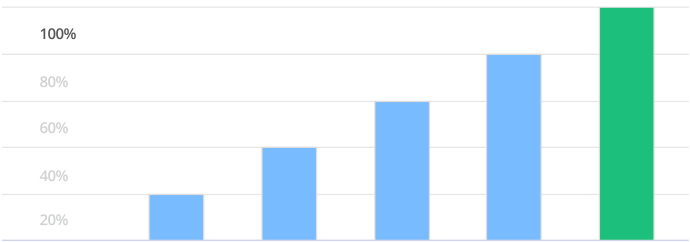
DOMAIN DESCRIPTION:

In this domain, candidates are tested on their ability to manage an Outlook calendar and tasks (creating appointments and meetings with different options such as priority, recurrence, and reminders; receiving and responding to invitations; creating tasks; customizing the display; and printing a calendar), as well as their ability to manage delegation and sharing. At advanced levels, this domain also includes questions on task management (task creation, display, customization).

AI ANALYSIS OF ANSWERS

Calendar and Tasks domain focuses on managing appointments, meetings, tasks, delegation, and calendar sharing with various customization options. The candidate achieved a 50% success rate, showing moderate capability. In task management, the candidate successfully created a task and displayed overdue tasks, demonstrating competence in basic task operations. Regarding calendar functionality, the candidate understands color categorization but cannot create private appointments or manage advanced meeting scheduling tools. The candidate shows partial understanding of calendar basics but lacks proficiency in appointment creation, privacy settings, and meeting management features. Overall, the candidate possesses foundational task management skills while struggling with more complex calendar operations and meeting coordination features.

Contacts and Notes



DOMAIN DESCRIPTION:

In this domain, candidates are tested on Outlook contacts maintenance: adding new contacts; creating distribution lists that can be shared and distributed in different formats; displaying contacts in various ways and grouping them by criteria.

AI ANALYSIS OF ANSWERS

Contacts and Notes domain involves managing Outlook contacts, creating distribution lists, and organizing contacts through various display and grouping methods. The candidate achieved an impressive 83.33% success rate, demonstrating strong proficiency. In contact creation and management, the candidate successfully created contacts from received messages and attached calendar appointments, showing excellent practical capability. The candidate also effectively manages contact organization through color categorization and address book sorting. However, the candidate was unable to export contacts, indicating a minor gap in advanced contact distribution features. Overall, the candidate demonstrates comprehensive contact management skills, successfully handling contact creation, organization, and basic operations while showing only minor limitations in advanced export functionality.

2 List of questions

NUMÉRO	IDENTIFIANT	TITRE	TEMPS PASSÉ	SCORE
1	OT365FR00048	Envoyer un calendrier	50s	0/1
2	OT365FR00003	Réduire le poids d'une image Manip	3mn08s	0/1
3	OT365FR00067	Exporter les contacts Manip	2mn16s	0/1
4	OT365FR00051	Gérer l'outil Planification de réunions	54s	0/1
5	OT365FR00060	Rechercher des éléments Manip	2mn04s	0/1
6	OT365FR00045	Attribuer des catégories de couleurs	10s	1/1
7	OT365FR00039	Créer une tâche Manip	1mn13s	1/1
8	OT365FR00024	Créer un dossier de recherche Manip	1mn23s	0/1
9	OT365FR00047	Identifier le bouton Signature	8s	1/1
10	OT365FR00073	Supprimer une adresse proposée	52s	1/1
11	OT365FR00035	Créer un RDV privé Manip	1mn11s	0/1
12	OT365FR00070	Afficher les tâches en retard Manip	1mn25s	1/1
13	OT365FR00016	Joindre un rendez-vous du calendrier Manip	39s	1/1
14	OT365FR00063	Paramétrer une action rapide Manip	2mn14s	0/1
15	OT365FR00074	Trier le carnet d'adresses	1mn09s	1/1
16	OT365FR00031	Créer un contact à partir d'un message reçu Manip	41s	1/1

Administrator comments

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now