

Participants Skills Pre / Post - Test

Intro Outlook

Objective: The purpose of this test is to gauge the skill level of participants of this class. This test will help determine the effectiveness of the material presented in this course. It will also help determine if the manner in which this class is taught is efficient and effective.

- 1) To send e-mail messages in Outlook:
 - a. Click on *Edit>>New Message*
 - b. Press Ctrl + N on the keyboard
 - c. Click on *File>>New>>Mail Message*
 - d. Click on *Tools>>New Message*

- 2) The bar at the top of the window is called the:
 - a. Toolbar
 - b. Formatting bar
 - c. Ribbon
 - d. Tray

- 3) In the space below, name the 5 tabs on the ribbon:

- 4) What is this called?



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- 5) In the space below, write 3 things you can use the above button for:

 - 6) To read new messages you click on your:
 - a. Drafts
 - b. Trash
 - c. Inbox
 - d. Sent

 - 7) Write who you send the message to if you click these buttons:

Reply:

Reply All:

Forward:

8) To add people to your contact list you:

- a. Click *File >> New >> Contact*
- b. Click *Edit >> New >> Contact*
- c. Click *Tools >> New Contact*
- d. You can't add contacts

9) Show how a word will look if you press each of these buttons:

Bold:

Italics:

Underline:

10) In the space below, explain how to send a message to someone in your contacts:

11) Which tab do you go to in order to spell check your message?

- a. Message
- b. Insert
- c. Format Text
- d. Options
- e. Adobe PDF

12) In the space below, explain how to create a new folder

13) In the space below, explain how to print a message:

14) In the space below, explain what the calendar can be used for:

15) Why is a distribution list helpful?

- a. It sorts out your contacts alphabetically
- b. It saves the email addresses of the people you receive emails from
- c. You can send emails to multiple recipients at the same time
- d. It saves the email addresses of the people you send messages to

16) What does the *Tracking* button on the calendar do?

- a. Tracks the status of the meeting
- b. Track who's coming to the meeting
- c. Allows you to add or remove attendees
- d. Both c and d

17) To see the other people's free/busy time you first have to:

- a. Click the scheduling tab
- b. Open or create a meeting request
- c. Create a distribution list
- d. You cannot see other people's free/busy time

18) In the space below, write the 3 ways in which you can view your calendar by:

19) Fill in the blanks with the correct words:

To create a new task, click _____ in the left-hand column then click on _____ >>
New >> _____.

20) Fill in the blanks with the correct words:

To send a status report, open the task you want to send a status report for then click
_____ >> _____