



Microsoft Outlook

Introductory

Pre Course Questionnaire

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

Fundamentals

	A	B	C
Using menus			
Using toolbars			
Using the task bar			
Outlook components			
Using help			

Contacts

Add, edit & delete contacts			
Categorise & Organise contacts			
Contacts from same company			
Flagging contacts			
Printing contacts			
Setting up the address book			
Creating a letter to a contact			
Add contacts to envelopes/labels			

Calendar

Creating an appointment			
Creating a details appointment			
Editing an appointment			
Setting reminders			
Adding events			
Recurring appointments/events			
Showing two time zones			
Printing a schedule			
Planning a meeting with others			
Viewing responses to meetings			
Receiving a meeting E-mail			

Journals

	A	B	C
Creating a journal entry			
Viewing a journal entry			
Auto record journals			

Tasks

Adding a detailed task			
Recurring tasks			
Assigning tasks			
Categorising a task			
Sort tasks by category			
Tracking task status			

E-mail

Creating a message			
Message priorities			
Sending messages			
Personal distribution list			
Recalling a message			
Receive/ Read messages			
Flagging a message			
Sort & group messages			
Reply/forward messages			
Printing messages			
Using draft e-mails			
Use e-mail to vote			
Delete a message			
Add a custom signature			

Name: _____

Training date: _____

Organisation: _____

Signed: _____