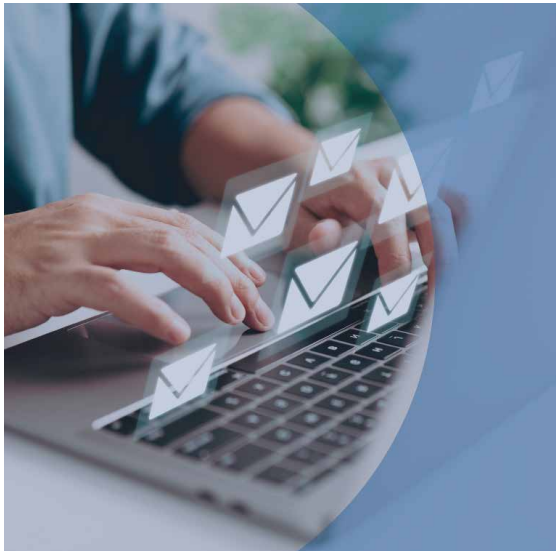


OUTLOOK ADVANCED



GENERAL INFORMATION

OBJECTIVE

Instantly provide the position of the person being evaluated in relation to their mastery of the advanced functions of the Outlook software

CONTEXT

Selection or preselection

TARGET CLIENTELE

Positions that require the use of advanced features of the Outlook software

FORMAT

20 multiple choice questions and advanced practical exercises in the Outlook environment

DURATION

Maximum duration: 30 minutes (timed)
Average completion time: 15 minutes

COST

20 \$

LANGUAGES AVAILABLE

French
English

WHAT IS THE MICROSOFT OUTLOOK - ADVANCED ONLINE TEST?

The Microsoft Outlook - Advanced online test assesses candidates' skills in using the advanced features of the electronic email and calendar tool. Questions measure their ability to sort emails, schedule meetings, and do follow-ups using Outlook's features.

DIMENSIONS ASSESSED

- ▶ Environment/Parameters
- ▶ Emails
- ▶ Calendar and tasks
- ▶ Management of contacts and notes

ADVANTAGES

- ▶ Complete autonomy on Interpreto's user-friendly platform for test administration and report management.
- ▶ Report is generated instantly, as soon as the candidate completes the test.
- ▶ In addition to providing the overall score, the results report allows you to identify the candidate's level of proficiency (beginner, basic, productive, advanced, expert) for each skill category, as well as the time spent by the candidate on each of the test questions.

DEVELOPMENT OF THE TOOL

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.