interpreto

OUTLOOK
BEGINNER

WHAT IS THE MICROSOFT OUTLOOK – BEGINNER ONLINE TEST?

The Microsoft Outlook - Beginner online test assesses candidates' skills for basic use of the electronic email and calendar tool. Questions measure their ability to sort emails, schedule meetings, and do follow-ups using Outlook's functions.

GENERAL INFORMATION

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

CONTEXT
Selection or preselection

TARGET CLIENTELE
Positions that require the use of basic Outlook software functions

FORMAT
20 multiple choice questions and basic practical exercises in the Outlook environment

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

COST
20 $

LANGUAGES AVAILABLE
French
English

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 – Beginner test is owned and maintained by Isograd/TOSA*

* Tosa is an international standard for the assessment and certification of office and digital skills.