

# OUTLOOK INTERMEDIATE

## WHAT IS THE MICROSOFT OUTLOOK - INTERMEDIATE ONLINE TEST?

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

### GENERAL INFORMATION

#### OBJECTIVE

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

#### CONTEXT

Selection or preselection

#### TARGET CLIENTELE

Positions that require regular use of the Outlook software

#### FORMAT

20 multiple choice questions and intermediate 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 - Intermediate test is owned and maintained by Isograd/TOSA\*

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