Results report

Adaptive Outlook 2016 Assessment Test
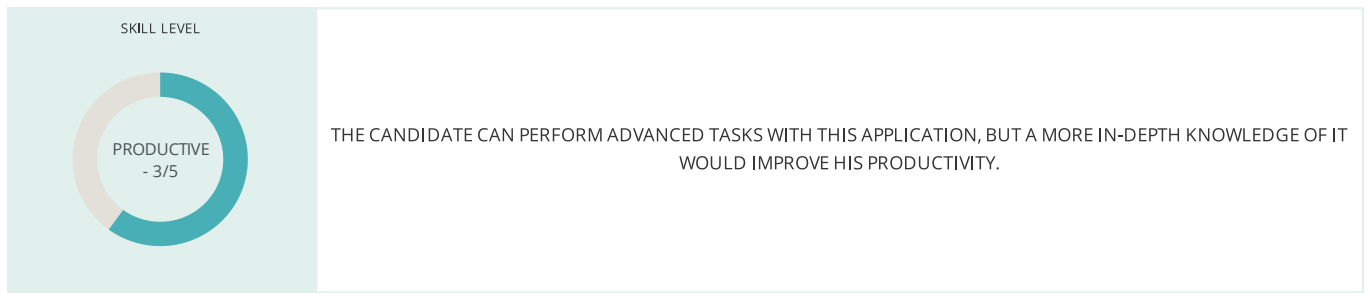

Skill Level: Productive - 3/5

Time: 18:41

Test date: January 31, 2023
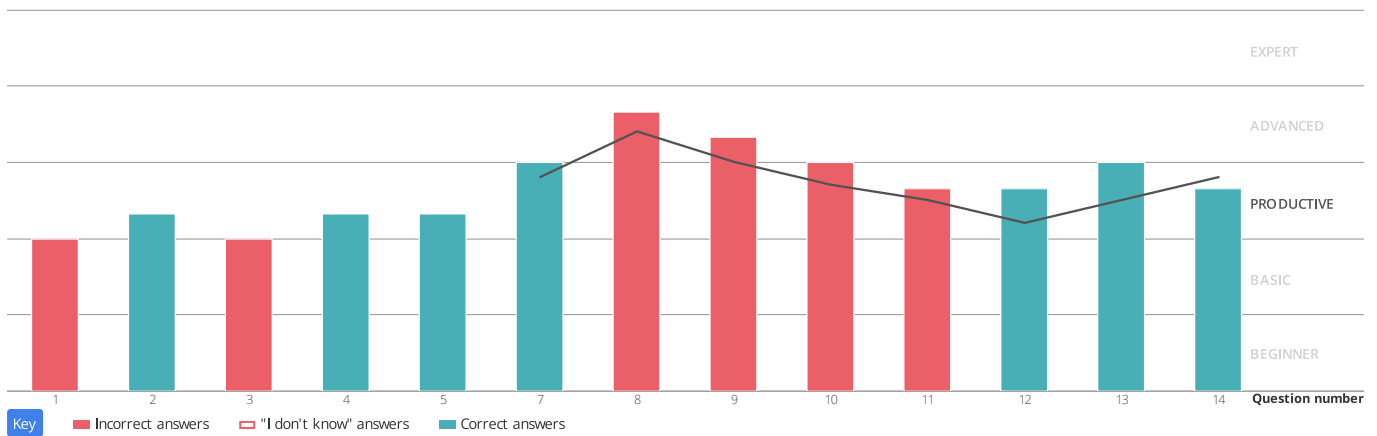
1. Result

SKILL LEVEL

PRODUCTIVE - 3/5

THE CANDIDATE CAN PERFORM ADVANCED TASKS WITH THIS APPLICATION, BUT A MORE IN-DEPTH KNOWLEDGE OF IT WOULD IMPROVE HIS PRODUCTIVITY.
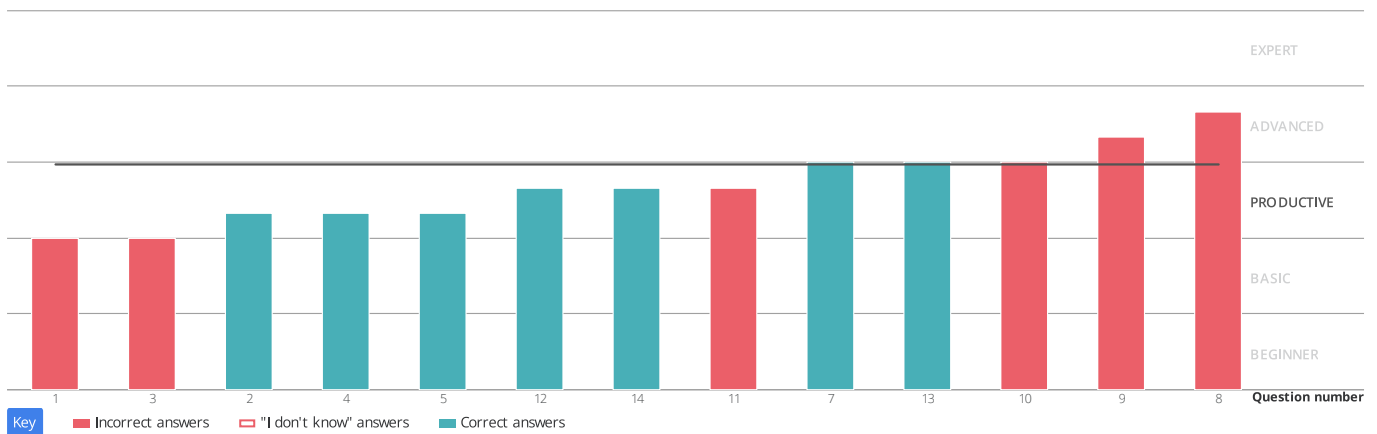
2. Analysis

Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.
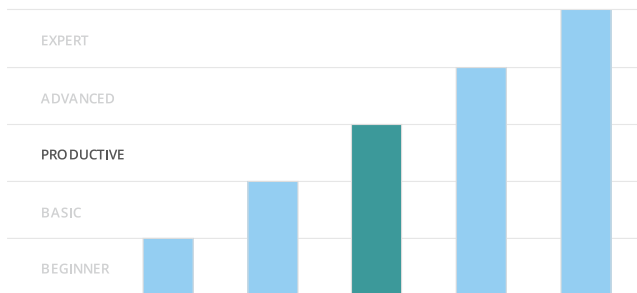
EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

| 1 | 2 | 3 | 4 | 5 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | **Question number**

Key | ■ Incorrect answers | ▭ "I don't know" answers | ■ Correct answers

Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

| 1 | 3 | 2 | 4 | 5 | 12 | 14 | 11 | 7 | 13 | 10 | 9 | 8 | **Question number**

Key | ■ Incorrect answers | ▭ "I don't know" answers | ■ Correct answers

January 31, 2023

3. Domains

## Environment, parameters, backup

Level description:

Candidates can use the Navigation Pane and the ribbon tabs for e-mail messages, the calendar and contacts. If they use Exchange, they can use the Out-of-Office Assistant to create an auto-response when an Outlook item is received. They can navigate via the Reading Pane and categorize messages according to selected criteria. They can create new Inbox folders and can categorize and filter data.

To go further :

In order to step up skill and reach the Advanced user level, candidates must learn to exploit advanced messaging options, such as deferring delivery of the message and using the voting buttons. They must also know how to modify the aspect a message using a theme.
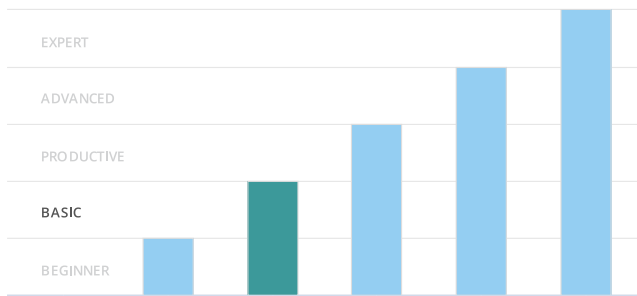
E-mails
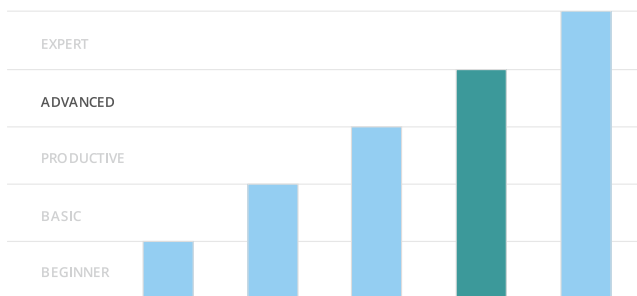
Level description:

Candidates can use advanced e-mailing options such as delay message delivery and use voting buttons. They can change message appearance by applying a theme. They can use the Search tab and perform searches based on selected criteria. Candidates can create signatures with logos and select a default signature. Advanced candidates can use rules and alerts. Candidates can manage inbox size and use the cleaning tools proposed by Outlook.

To go further :

In order to build skills and reach the Expert user level, candidates need to know the forms and models. They need to know how to create an OFT model, use it and distribute it.

Calendar and tasks

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

To go further :

In order to build skills and reach the Productive user level, candidates must be able to use the different types of display on their calendar according to their needs. They also know how to choose their default hours of work for which they are available.
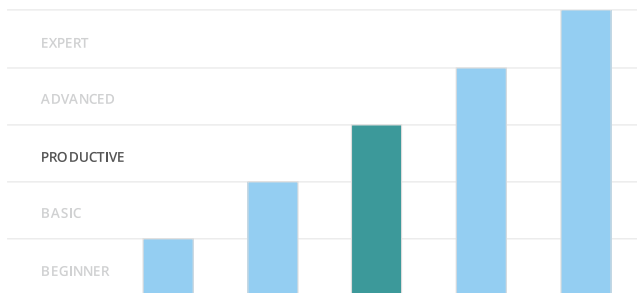
Level description:

Candidates can view their calendar by day, week or month. They can create simple appointments in their calendar, by specifying subject, location, and start and end times. They can save a meeting invitation to their calendar and accept or refuse it.

Contacts and notes

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

To go further :

In order to increase skills and reach the Advanced user level, candidates must learn how to create distribution lists from his contacts. They need to know how and where to store them and how to add contacts to the lists. They must learn to share lists with their colleagues and use them to send emails or invitations to meetings.

Level description:

Candidates understand the difference between personal contacts and company contacts (LDAP). They can look up a contact and insert in an e-mail message or calendar. They can categorize and group contacts based on criteria. Candidates can create a note and share it with others.

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4. Detailed analysis skills

Environment, parameters, backup
Level: Productive

In this domain, candidates are tested on their knowledge of the Outlook interface (ribbon, navigation pane, folders, inbox items), the customization of each item, and the use of the Out of Office Assistant and the print options manager. This is also where you will find questions about data management, archiving and backup, and creating and customizing accounts.

DOMAINS MASTERED

Créer une règle

Assurer un suivi de message

DOMAINS TO IMPROVE

Ajouter un compte POP

Afficher le nombre de contacts

Afficher les n° des semaines dans le calendrier

E-mails
Level: Advanced

The questions in this domain assess candidates on composing and sending e-mail messages, e-mail formatting, adding different types of attachments, and using Outlook features (cc: and bcc: features, adding a signature, creating delivering and reading receipts, creating rules and alerts). This domain also includes the use of rules and alerts, message management, and searching for information.

DOMAINS MASTERED

Créer une signature automatique

Envoyer en CC

DOMAINS TO IMPROVE

Supprimer un message sans passer par la corbeille

Calendar and tasks
Level: Basic

This domain tests the candidate's ability to manage an Outlook calendar and tasks (creating appointments and meetings with different options such as priority, recurrence, and reminders; receiving and responding to invitations; creating tasks; customizing the display; and printing a calendar), as well as their ability to manage delegation and sharing. Within advanced levels, this domain also includes questions on task management (task creation, display customization).

DOMAINS MASTERED

Créer une tâche avec détails

DOMAINS TO IMPROVE

Créer une réunion

Modifier l'affichage du calendrier

Contacts and notes
Level: Productive

The domain covers Outlook contacts maintenance: adding new contacts, creating distribution lists that can be shared and distributed in different formats, displaying contacts in various ways, and grouping them by criteria.

DOMAINS MASTERED

Créer un groupe de contacts

Créer des notes et leur affecter une couleur/catégorie

DOMAINS TO IMPROVE

Créer un contact à partir d'un message reçu

Créer un contact en faisant glisser un mail