



Microsoft Outlook 2016

Test Results for: Kris Kantor

Test Date: 9/19/2018

Elapsed Time: 00:15:54

Questions Correct: 26 out of 30

Percent Correct: 87%

Global Average: 67%

Percentile Ranking: 84th



Detail Score Report

Q#	Status	Task	Topic	Level	Time
1	Correct	Open Email	E-mail	Basic	00:00:09
2	Correct	Reply to Email	E-mail	Basic	00:00:12
3	Correct	Create New Message with an Attachment	E-mail	Basic	00:00:42
4	Correct	Sort	E-mail	Basic	00:00:25
5	Correct	Instant Search	E-mail	Basic	00:00:06
6	Correct	Deleting Messages	E-mail	Basic	00:00:02
7	Correct	Flag Email	E-mail	Intermediate	00:00:25
8	Correct	Create Appointment	Calendar	Basic	00:00:42
9	Correct	Recurring Appointment	Calendar	Intermediate	00:00:34
10	Correct	Inviting Meeting Attendees	Calendar	Intermediate	00:00:17
11	Correct	Delete Appointment	Calendar	Basic	00:00:02
12	Incorrect	Print Calendar	Calendar	Intermediate	00:00:07
13	Correct	Creating a New Contact	Contacts	Basic	00:01:18
14	Incorrect	Formatting a Business Card	Contacts	Advanced	00:00:05
15	Correct	Send Contact Information as a Business Card	Contacts	Intermediate	00:00:15
16	Incorrect	Create a Contact Group	Contacts	Advanced	00:00:57
17	Correct	Changing Contact View	Contacts	Basic	00:00:25
18	Correct	Create Task	Tasks/Notes	Basic	00:00:22
19	Correct	Assign Task	Tasks/Notes	Intermediate	00:00:40
20	Correct	Change Task View	Tasks/Notes	Basic	00:00:07
21	Correct	Complete Task	Tasks/Notes	Basic	00:00:04
22	Correct	Create Note	Tasks/Notes	Basic	00:00:27
23	Correct	Out of Office	Application Features	Basic	00:00:28
24	Correct	Add Out of Office Rule	Application Features	Advanced	00:00:35
25	Incorrect	Creating a Signature	Application Features	Intermediate	00:02:04
26	Correct	Create a Folder	Application Features	Basic	00:00:15
27	Correct	Moving Items to Folder	Application Features	Basic	00:00:05
28	Correct	Create a Search Folder	Application Features	Advanced	00:00:28
29	Correct	Empty Deleted Items	Application Features	Basic	00:00:07
30	Correct	Polling with Outlook	Application Features	Advanced	00:01:44

Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	18	18	100%
Intermediate	7	5	71%
Advanced	5	3	60%
Total	30	26	87%

Question Topic Statistics

Topic	Number of Questions	Number Correct	Total Percentage
E-mail	7	7	100%
Calendar	5	4	80%
Contacts	5	3	60%
Tasks/Notes	5	5	100%
Application Features	8	7	88%
Total	30	26	87%

Test Description

Microsoft Outlook 2016 is a comprehensive personal information application, which combines Internet/Interoffice e-mail, a calendar and task list, address book and contact information, and notes and journals. Outlook is used to handle communication as well as organize information for individuals. It is part of Microsoft Office 2016.

This test is designed for anyone who uses Outlook for their e-mail communication. This test assesses the user's ability to use common functions such as sending email and adding contacts as well as more



advanced functions including arranging meetings and creating tasks. Topics include Application Features, Calendar, Contacts, E-mail, Notes and Tasks.