

This questionnaire is to gauge your existing Microsoft Outlook skills to help us accurately assess your current level for training.

Topics Can you.....	Can Perform	Can Perform with Assistance	Cannot Perform	How recently have you done this? (If applicable)
Section 1: E-Mail Techniques				
Create and send e-mails (including attachments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access the Inbox and open e-mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reply, Reply to All and Forward e-mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Delete e-mails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organise the Inbox with Folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use voting buttons and other options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flag messages for follow-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the Find feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sort message by date received or from etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 2: Working With The Calendar & Appointments				
Access and create an appointment in the Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set a recurring appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Invite others to appointments/meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
View Calendar by day, week or month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set reminders in the appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set permissions to allow others to access your outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 3: Managing Contacts & Tasks				
Access and enter data into Contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
File Contacts by last name, first name or company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access and enter data into Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prioritise Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign Tasks to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access and use the Journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access and use the Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name:

Company:

Please contact a TP human capital training representative to discuss your options further.