

# Microsoft Outlook

You can use the following checks to assess your Microsoft Outlook skills in communication, organising tasks and managing your schedule.

Use the following skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

## Communication

<b>Electronic Mail</b>	
I understand the make-up of an e-mail address	1 2 3 4 5
I understand the advantages of email systems, such as speed of delivery, low cost, and the flexibility of using web-based email in different locations	1 2 3 4 5
I understand the importance of network etiquette, such as good use of the subject field, spelling checks and brevity in email responses	1 2 3 4 5
<b>Security considerations</b>	
I am aware of the possibility of receiving unsolicited email	1 2 3 4 5
I am aware of the danger of infecting the computer with a virus by opening an unrecognized mail message, or an attachment contained within an unrecognized mail message	1 2 3 4 5
I know what a digital signature is	1 2 3 4 5
I can open and close my email application	1 2 3 4 5
I can open a mail inbox for a specified user	1 2 3 4 5
I can open one or several messages	1 2 3 4 5
I know how to switch between open messages	1 2 3 4 5
I can close a mail message	1 2 3 4 5
I know how to use the Help functions	1 2 3 4 5
<b>Adjust Settings</b>	
I can display or hide message header fields	1 2 3 4 5
I can display or hide built-in toolbars	1 2 3 4 5
<b>Using Mail</b>	
I can flag, or remove a flag mark from a mail message	1 2 3 4 5
I can open and save a file attachment to a location on a drive	1 2 3 4 5
I know how to reply to a message	1 2 3 4 5
I can create a new message	1 2 3 4 5
I can use the spell checking tool, if available	1 2 3 4 5
I know how to attach a file to a message	1 2 3 4 5
I am able to send a message with high or low priority	1 2 3 4 5
I am able to send a message using a distribution list	1 2 3 4 5
I can forward a message	1 2 3 4 5

## Managing messages and addresses

<b>Mail Management techniques</b>	
I can create new addresses and distribution lists	1 2 3 4 5
I can add or delete a mail address in a distribution list	1 2 3 4 5
I can update an address book from incoming mail	1 2 3 4 5
<b>Organising messages</b>	
I know how to search for a message by sender, subject or mail content	1 2 3 4 5
I can create a new folder for mail	1 2 3 4 5
I can move messages to a mail folder	1 2 3 4 5
I can sort messages by name or by date	1 2 3 4 5

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I can delete a message	1 2 3 4 5
I know how to restore a message from the deleted items folder	1 2 3 4 5
I can empty the deleted items folder	1 2 3 4 5
<b>Prepare to print</b>	
I know how to preview a message	1 2 3 4 5
I can choose print output options such as entire message, selected contents of a message, number of copies and print	1 2 3 4 5

## Organisation Tools

<b>Using Tasks</b>	
I know how to open the task folder	1 2 3 4 5
I can create a new task	1 2 3 4 5
I can add or delete a task	1 2 3 4 5
I can update a task	1 2 3 4 5
I can include a contact and category for each task	1 2 3 4 5
<b>Managing tasks</b>	
I know how to change the view of tasks, and the colour of completed and active tasks	1 2 3 4 5
I can assign a task for someone else to receive via email	1 2 3 4 5
I know how to accept or decline a task received by someone else	1 2 3 4 5
I can receive a status report on a task from the person to whom I sent it	1 2 3 4 5
I can sort my tasks by owner, due date, category, etc...	1 2 3 4 5
I can rename a task	1 2 3 4 5
I can update the status of the task by start date, completion or percentage complete	1 2 3 4 5
I know how to set a reminder for a task	1 2 3 4 5
<b>Other options</b>	
I know how to change a task to a recurring task	1 2 3 4 5
I can skip one occurrence of a recurring task	1 2 3 4 5
I know how to stop a recurring task	1 2 3 4 5
I can change the due date or priority level for a task	1 2 3 4 5
I can make a task private	1 2 3 4 5
I can set the hours that task work calculations are based on	1 2 3 4 5
I know how to record billing information for a task	1 2 3 4 5
I can record contact information for a task	1 2 3 4 5
I know how to record mileage for a task	1 2 3 4 5
I can record company information for a task	1 2 3 4 5
<b>Prepare to print</b>	
I know how to preview a task list or details of a task	1 2 3 4 5
I can choose print output options, number of copies and print	1 2 3 4 5

## Notes Tools

<b>Using Notes</b>	
I know how to open the Notes folder	1 2 3 4 5
I can create a new note	1 2 3 4 5
I can add or delete a note	1 2 3 4 5
I can update a note	1 2 3 4 5
I can include a contact or category for each note	1 2 3 4 5
<b>Managing notes</b>	
I know how to change the view of notes, and the colour of completed and active notes	1 2 3 4 5
I can send a note to someone	1 2 3 4 5
I can sort my notes by owner, due date, category, etc...	1 2 3 4 5
I can rename a note	1 2 3 4 5
I can create tasks and appointments from notes	1 2 3 4 5

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I know how to create a contact using Note information	1 2 3 4 5
I can delete a note	1 2 3 4 5
<b>Prepare to print</b>	
I know how to preview a note list or details of a note	1 2 3 4 5
I can choose print output options, number of copies and print	1 2 3 4 5

## Managing your Schedule

<b>Using Outlook Calendar</b>	
I know how to open the outlook calendar folder	1 2 3 4 5
I can create a new appointment, meeting or event	1 2 3 4 5
I can add or delete an appointment, meeting or event	1 2 3 4 5
I can update an appointment, meeting or event	1 2 3 4 5
I can include a contact or category for each appointment, meeting or event	1 2 3 4 5
I know how to schedule time in Calendar to complete a task	1 2 3 4 5
I can copy an appointment	1 2 3 4 5
I know how to set an appointment reminder	1 2 3 4 5
I know how to make an appointment recurring	1 2 3 4 5
I can edit a recurring appointment	1 2 3 4 5
I know how to turn an appointment into a meeting	1 2 3 4 5
I can invite attendees to a meeting	1 2 3 4 5
I can change meeting information after sending the invitation	1 2 3 4 5
I know how to remove or add attendees and resources	1 2 3 4 5
I can create a meeting request from a contact	1 2 3 4 5
I can cancel a meeting	1 2 3 4 5
I know how to respond to a meeting request or notification	1 2 3 4 5
I know how to set Outlook to automatically accept meeting requests and cancellations	1 2 3 4 5
I know how to set Outlook to automatically decline conflicting meeting requests	1 2 3 4 5
I know how to set Outlook to automatically decline recurring meeting requests	1 2 3 4 5
<b>Customizing Calendar</b>	
I can change the background color in Calendar	1 2 3 4 5
I can change the font in Date Navigator	1 2 3 4 5
I know how to turn reminders on and off	1 2 3 4 5
I know how to change the view in Calendar	1 2 3 4 5
I can set up Holidays and Time zones	1 2 3 4 5
I know how to save a Calendar as a web page	1 2 3 4 5
<b>Prepare to print</b>	
I know how to preview a schedule	1 2 3 4 5
I can choose print output options, number of copies and print	1 2 3 4 5