

Outlook - Please tick

Yes

No

Have you used an e-mail package of any sort before?		
Are you currently using MS Outlook?		

The following questions focus on your ability. Using the key below please put a cross on your current ability and your desired ability. If the task is not required please tick in the "Not Required" column.

- 1 Little or no knowledge
- 2 Just enough to complete the task
- 3 Competent
- 4 Competent - No additional training required

Can You?	Current Ability				Desired Ability				Not Req
	1	2	3	4	1	2	3	4	
Can you use the facility Outlook Today?									
Can you send and receive e-mail?									
Can you attach a document to an e-mail message?									
Can you use the Out of Office Assistant?									
Can you use the Inbox Assistant?									
Can you use the calendar function?									
Can you arrange meetings using the calendar function?									
Can you create and manage Contacts?									
Can you create tasks?									
Can you assign tasks?									
Can you use the Journal?									
The above subjects are Introduction level. Do you wish to attend a course at this level?									Yes / No
Can you Archive Mail messages?									
Can you create additional mail data files?									
Can you delegate your mailbox to another person?									
Can you share your mailbox?									
Can you create recurring appointments and tasks?									
Can you create rules to organise your mail?									
The above subjects are Intermediate level. Do you wish to attend a course at this level?									Yes / No