

Outlook 2007 - Check your Office skills

Company		Full name	
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Dept		Tel	
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How do you master		Need
Mail	Adding an attachment : a file, a picture file, another Outlook item, your signature ...	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Adding importance, flagging a message, tracking options (read or delivery receipt) Setting the text format : plain text, HTML ...	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Adding special options : delay delivery, direct replies to another user ...	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Incoming mail : replying, forwarding, opening and saving attachments ...	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Managing signatures and other default options	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Recalling or re-sending a message	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Managing address books and distribution lists	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Using the instant search or the search folders	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
	Using rules to manage incoming mail	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need

Company		Full name	
	Managing the Out of Office Assistant	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
Priorities	Using the Task Bar : flagged received messages, standard tasks, first Calendar appointments ...	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
Contacts	Creating and managing contacts	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Creating a new contact but from the same company Creating a contact from a received message	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Sending a contact as a Vcard	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
Calendar	Creating and managing appointments, events, recurring or not	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Assigning categories to contacts	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Sending your Calendar by mail (a defined number of days)	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Managing the various Calendar options	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Planning meetings	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
Tasks and Notes	Creating and managing tasks, recurring or not	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	

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	Assigning tasks to other users	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Creating and managing notes	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
Organizing	Managing views	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Assigning colors to messages coming from given senders	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Sorting items by creating sub-folders	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Sorting by assigning categories	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
Sharing	Granting a read permission to a folder other than Inbox	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Adding more rights – Sharing your Inbox	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Delegating	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Special share options for the Calendar : group schedules – overlay	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	
	Public Folders	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need	

Any other special needs ?

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