

Microsoft Outlook 2013 (Adaptive)

Assessment Fact Sheet

Overview

The Microsoft Outlook 2013 (Adaptive) test measures knowledge of MS Outlook 2013. Designed for professionals.

Job Family/Title	Business Professionals
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Details

Average Testing Time (minutes)	22 minutes
Allowed Time (minutes)	90 minutes
Maximum Number of Questions	30 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice – Adaptive
Product Category	Software Skills

Knowledge, Skills, Abilities and Competencies Measured

The following areas are covered:

- Application Management
- Contacts and Address Books
- Mail Management
- Messages and Message Organization
- Notes
- Printing
- Schedules and Calendars
- Security
- Tasks

Example Questions

[Exit](#)

Question Time Remaining: 0h : 2m : 57s

You scheduled an appointment for your team for next Friday. You now need to update the appointment to include the entire department. The appointment should appear on all of the attendees' Outlook Calendars.

Based on the scenario above, from the Calendar task pane, how do you update the invite to include the new attendees?

a Open the appointment, choose Invite Attendees > To, and add attendees from the Address book.

b Right-click the appointment, choose Forward > Options > Update, and add attendees from the list.

c Right-click the appointment, choose Forward > To, and add attendees' names from the Address Book.

d Select the appointment in Calendar, choose New Meeting, and add attendees' names from the Address Book.

e Open the appointment, and add attendees' names from the Address Book.

[Next](#)

Example Reports

Test: Microsoft Outlook 2013 (adaptive)
 This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that SHL offers, please contact your account representative.

Score: 2.74
Proficiency Level: Proficient (2.51 - 3.50)
 The candidate has mastered the basic concepts of Microsoft Outlook 2013 (adaptive), including:

- Mail Management
- Schedules and Calendars
- Security

The candidate demonstrates a clear understanding of intermediate Microsoft Outlook 2013 (adaptive) concepts, such as:

- Printing
- Messages and Message Organization
- Notes

The candidate may have some knowledge of more advanced Microsoft Outlook 2013 (adaptive) concepts such as:

- Contacts and Address Books
- Application Management
- Tasks

At the Proficient level, the candidate will be capable of working on most projects involving Microsoft Outlook 2013 (adaptive) with minimal assistance. However, the candidate will probably require more assistance with advanced concepts.

Percentile Comparisons
 The percentile score indicates how well the candidate scored relative to other candidates in the comparison population indicated by the score.

Percentile Comparisons	
	Percentile
Global Population	51

	Low	Medium	High
Global Population	30	70	100

Detail Item Results												
Order	Question	Topic	Description	Skill Level	Time Taken (Seconds)	Is Correct	A	B	C	Theta	Info	Stand Error
1	MS_OUTLOOK_2013_BB_BB_0201	Schedules and Calendars	Meetings and Resources	Basic	37.8	Yes						
2	MS_OUTLOOK_2013_BB_BB_0406	Schedules and Calendars	Calendar Views	Basic	13.2	No						
3	MS_OUTLOOK_2013_BB_BB_0512	Security	Settings	Basic	24.0	Yes						