

# MS Office Outlook 2007

Module: MS Office

Updated: May 09

## Overview

2007 Version

## Skills Measured

Proficiency in MS Office applications.  
 Knowledge of mail box options and navigation  
 Revision of new features

## Recommended Applications

Office and Clerical Staff

## Complementary Tests

MS Office Word, Excel & Powerpoint  
 Fully simulated MS Office assessments  
 Advanced Literacy

## Test Details

Question Presentation Type	Multi Choice
Candidate Practice Available	Yes
Randomised Questioning	Yes
Available questions in pool	30
Number of questions presented	30
Time Allowed	30 mins
Average Time to Complete	20 mins

## Sample Question

- Q.** Use the ---- feature to refine a search in Outlook.
- A. Narrow Search
  - B. Refine Search
  - C. Narrow Results
  - D. Query Builder

## Sample Results

