



Use the following form to gauge your understanding of **Outlook 2003**. For each skill listed, rate your familiarity from 1 to 3. A one (1) indicating that you are wholly unfamiliar with that skill and a three (3) indicating that you understand that skill fully.

Course Level	Skill	1 Wholly Unfamiliar	2 Somewhat Familiar	3 Very Familiar
Level 1	Switch from folder to folder using the navigation pane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Compose and send an email message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Open and reply or forward an email message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format and spell-check a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attach a file to a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attach an outlook item to a message	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Delete and move messages to another folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and delete a sub-folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create an appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create an event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule a meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Reply to a meeting request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Print the Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add a contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Find a contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	View activities for a contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a note	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Switch views in a given folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 2	Turn on the out-of-office assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and modify a distribution list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set e-mail tracking options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Track activities in the Journal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assign, Respond to and Track Task Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manipulate calendar options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and change signatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use stationary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assign categories to an item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify a view/Create new custom views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sort/Find/Filter messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Saving and Archiving Mail (Create Personal Folders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Specify folder permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access another user's folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create, modify and delete rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and use public folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	