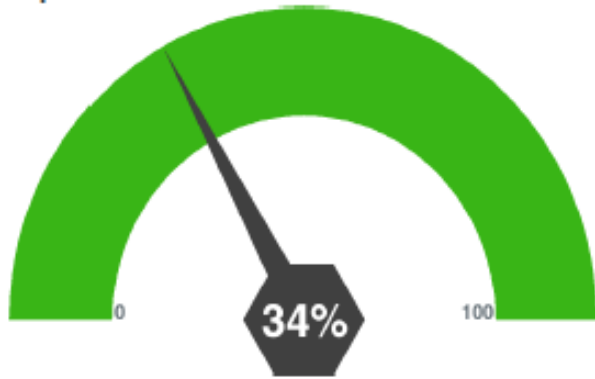# Outlook 2016 Intermediate Skills Test Report
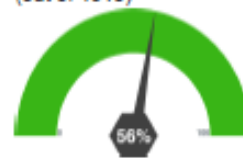
Candidate: Susan Roberts
Hiring Team: People Central Limited
Date: August 2, 2019

Performance Overview

Report Score

All recorded Scores
(out of 4513)

34%

56%

Performance Compared to Other Test Takers

Percentile Ranking   11
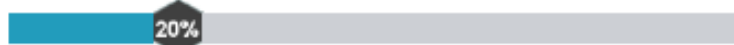
Performance Analysis

Levels

Basic - 9 (total 17)   53%

Intermediate - 3 (total 15)   20%
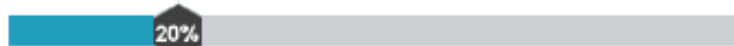
Advanced - 0 (total 3)   0%

Topics

CALENDAR - 2 (total 10)   20%

CONTACTS - 4 (total 9)   44%

MAIL - 3 (total 10)   30%
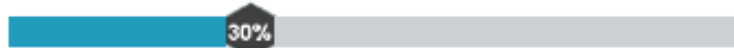
TOOLS - 3 (total 6)   50%

QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
CALENDAR				
1	Outlook 2016 E-mail time change	✗	34	INT

Outlook 2016 Intermediate Skills Test Report

Candidate: Susan Roberts
Hiring Team: People Central Limited
Date: August 2, 2019

Q#	Report Name	Status	Time(Sec)	Level
4	Outlook 2016 Schedule Recurring Meeting	✗	148	INT
5	Outlook 2016 E-Mail Calendar	✗	25	ADV
11	Outlook 2016 E-mail all attendees	✓	22	INT
15	Outlook 2016 Reserve Recurring Time	✗	90	INT
17	Outlook 2016 Add Appointment	✗	88	INT
22	Outlook 2016 Create Meeting Reminder	✗	67	INT
27	Outlook 2016 Change Calendar View	✓	23	BEG
28	Outlook 2016 Check Availability in Time Zone	✗	91	INT
32	Outlook 2016 Accept and Update with Time	✗	29	BEG
CONTACTS				
3	Outlook 2016 Add Sender to Contact List	✗	66	BEG
6	Outlook 2016 Update Phone Number	✓	176	BEG
14	Outlook 2016 Display Contacts	✗	54	BEG
19	Outlook 2016 Create E-mail Within Contacts	✓	19	INT
20	Outlook 2016 Recover Deleted Contact	✓	58	BEG
21	Outlook 2016 Delete Contact	✓	9	BEG
29	Outlook 2016 Create Distribution List	✗	28	BEG
30	Outlook 2016 Assign Task in Contacts	✗	47	BEG
35	Outlook 2016 Import Contacts from Excel	✗	66	INT
MAIL				
2	Outlook 2016 Create New Message	✓	6	BEG
9	Outlook 2016 Attach a File	✓	16	BEG
12	Outlook 2016 Search for Topic	✗	47	INT
13	Outlook 2016 Recall E-Mail	✗	183	ADV
16	Outlook 2016 Forward Message	✗	13	BEG
24	Outlook 2016 Out of Office Internal	✗	48	INT
26	Outlook 2016 Add Contact	✗	32	BEG
31	Outlook 2016 E-Mail Signature	✗	52	INT
33	Outlook 2016 Apply Flag to E-mail	✗	14	INT
34	Outlook 2016 Show Compact View	✓	39	BEG
TOOLS				
7	Outlook 2016 Filter by Category	✗	80	ADV
8	Outlook 2016 Category	✓	26	INT
10	Outlook 2016 Mark Task	✓	8	BEG
18	Outlook 2016 Create Note	✗	93	INT
23	Outlook 2016 To Do List - Task List	✗	60	BEG
25	Outlook 2016 To Do List - New Task	✓	27	BEG