

Outlook 365 - Intermediate

Report Name Sample

Email/ID Sample@gmail.com

Date 26/08/2025

Test Version 1.0

eTicket number 4729333098360821684

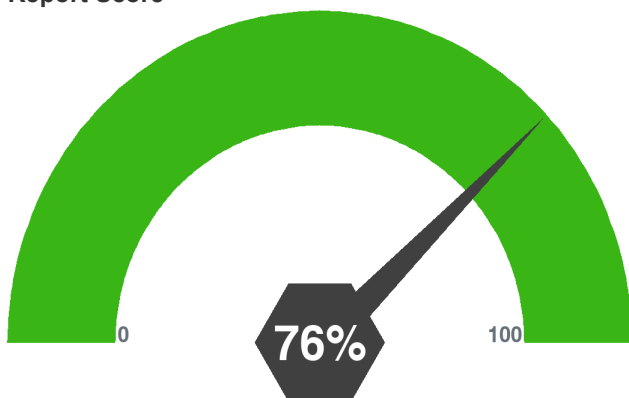
Issued to Sample@gmail.com

Time 18:01:00

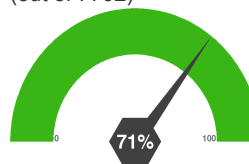
Time Taken 00:28:00

Performance Overview

Report Score



All recorded Scores (out of 7702)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 14 (total 18)



Intermediate - 10 (total 13)



Advanced - 2 (total 3)



Topics

CALENDAR - 6 (total 10)



CONTACTS - 7 (total 9)



MAIL - 9 (total 10)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
CALENDAR				
2	Outlook 365 Change the Calendar View	✓	48	BEG
3	Outlook 365 Add an appointment to the Calendar	✓	40	INT
21	Outlook 365 E-Mail Calendar	✓	136	ADV
22	Outlook 365 Notify of time change	✓	33	INT
23	Outlook 365 E-mail to all attendees	✓	17	INT
24	Outlook 365 Accept and update with time	✓	17	BEG
25	Outlook 365 Schedule recurring meeting	✗	18	BEG
26	Outlook 365 Create a meeting reminder	✗	110	INT
27	Outlook 365 Reserve recurring time as busy	✗	78	BEG
28	Outlook 365 Check availability in time zone	✗	65	INT
CONTACTS				
13	Outlook 365 Import Contacts from Excel	✓	81	INT
14	Outlook 365 Add sender to Contact List	✓	56	BEG
15	Outlook 365 Create Distribution List	✓	19	BEG
16	Outlook 365 Recover Deleted Contact	✗	46	BEG
17	Outlook 365 Display Contacts	✓	29	BEG
18	Outlook 365 Within Contacts create new e-mail	✓	11	INT
19	Outlook 365 Update phone number in Contacts	✓	72	BEG
20	Outlook 365 Delete a Contact	✓	9	BEG
29	Outlook 365 Assign Task in Contacts	✗	58	BEG
MAIL				
1	Outlook 365 Forward an e-mail message	✓	32	BEG
4	Outlook 365 Create a new e-mail message	✓	7	BEG
5	Outlook 365 Add a contact	✓	23	BEG
6	Outlook 365 Create notification	✓	55	INT
7	Outlook 365 Apply Flag to E-mail	✓	17	INT
8	Outlook 365 Show Compact view	✓	23	BEG
9	Outlook 365 Search for Topic	✓	146	INT
10	Outlook 365 Withdraw E-Mail	✗	50	ADV
11	Outlook 365 Out of office internal	✓	20	INT
12	Outlook 365 Attach a File	✓	19	BEG
TOOLS				
30	Outlook 365 Filter Message by Category	✓	83	ADV
31	Outlook 365 To Do List - New Task	✓	40	BEG
32	Outlook 365 Create Note	✗	126	INT
33	Outlook 365 Mark task	✓	11	BEG
34	Outlook 365 Category	✓	11	INT