

Pretest

What You Should Know Before Taking Effective Information Management with Outlook 2003

To get the most out of this class, you should have a good working knowledge of Outlook email and calendaring. The following questions are a self evaluation, which should help you determine if you are ready for the class or should take Outlook Level 1 or in some other way learn the basic information required. You should know at least 9 of the 12 questions.

Question	Answer
1. What is the Navigation Pane and Groups and how are they displayed?	
2. List at least one way to access and read email in Outlook.	
3. How do you Reply or Forward mail?	
4. T/F When creating an appointment in your calendar, you can select the time frame and type the appointment description.	
5. Give at least one method to create a <i>new</i> mail message.	
6. The ways to display the calendar are by: day, _____, _____ and _____.	
7. You can sort email by: _____.	
8. The best way to delete an appointment on the calendar: A. DELETE key on the keyboard B. Delete button on the toolbar C. Edit, Delete menu option D. All of the above E. B and C above	
9. T/F When you receive an email you want to save, you should place that email in the Drafts folder.	
10. T/F Reply and Reply to all work exactly the same if nobody was copied on a message.	
11. What is the quickest way to navigate to a date one year from now?	
12. T/F Page Setup allows the user to specify the format, paper and header/footer settings.	

Answer Sheet

1. The Navigation Pane displays shortcuts of the Outlook groups (for example, Mail, Calendar, Tasks, Contact, etc.). To view Navigation Pane, use the View menu. To display the groups, click on the group bar in the Navigation Pane.
2. Display the Inbox folder and double-click, right-click or use File, Open on the desired email to read it.
3. After opening the mail, a) click on the Reply or Forward button or b) use Actions, Reply, or Forward or c) right-click and select Reply or Forward.
4. True
5. Click on New Message button or File, New Mail Message.
6. week, work week, and month
7. clicking the second column heading
8. E
9. False
10. True
11. Use the Go, Go to a Date menu (or Control G) and type the date.
12. True