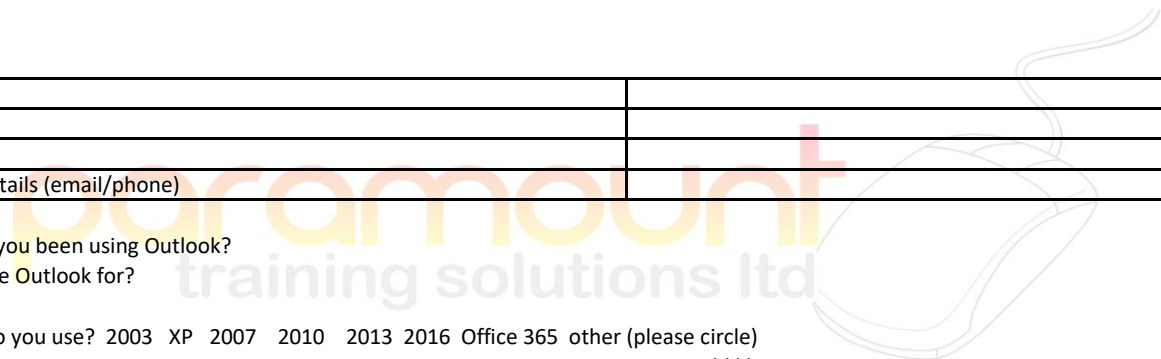


Name	
Job title	
Company name	
Your contact details (email/phone)	



How long have you been using Outlook?

What do you use Outlook for?

What version do you use? 2003 XP 2007 2010 2013 2016 Office 365 other (please circle)

Would like to learn/improve (please tick)

I can already do this

I don't need this

EMAILS

- compose an email
- mark an email as urgent
- add a CC/BCC address
- reply to an email
- reply all/forward an email
- search Outlook for a specific item
- add/open attachments
- add/amend a signature block
- set the out of office assistant
- use rules to manage your inbox
- create folders and sub folders
- create a mail merge using email
- empty deleted folder on exiting
- display preview pane
- display emails in groups
- sort emails within a folder
- add additional columns to a folder
- use voting buttons
- request a delivery/read receipt
- delay delivery of an email
- have replies sent to a specific person

	Would like to learn/improve (please tick)	I can already do this	I don't need this

CONTACTS

- add a contact
- create/amend a distribution list (group)
- send an email to a contact or distribution list
- forward contacts to another person

	Would like to learn/improve (please tick)	I can already do this	I don't need this

CALENDAR

- add appointments
- amend appointments
- delete/move/copy appointments
- add reminders/switch off reminders
- display the calendar by day/week/month
- mark appointments as private
- invite others to meetings
- add/remove people from a meeting already scheduled
- track attendance of scheduled meetings
- categorise appointments
- add/manage recurring appointments
- view other users' calendars

	Would like to learn/improve (please tick)	I can already do this	I don't need this

TASKS

- add tasks
- manage tasks/reminders/progress
- use different views to check what is outstanding
- add/manage recurring tasks
- use tasks to clear your inbox

Any comments on what is a priority for you, any common difficulties, anything else you need to know and special requirements:

Please complete and email back to contact@paramount-training.com