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Outlook is one of the best emailing app and you not only get to send emails you can also store different files and contacts in it. Most businesses use this to communicate with their clients and require their

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employees to have some basic knowledge of it. Take the quiz below to see what outlook basic skills you have.

Outlook Quiz - Outlook Basic Skills - ProProfs Quiz

Designed to test an individual's ability to perform tasks within a simulated Microsoft Office Outlook environment. The simulated test platform

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is designed to closely
mimic the look, feel
and functionality of the
original software.

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The questions test 4
different skill areas.

Environment,

Configuration, Backup

The questions in this
category cover the
Outlook interface,
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pane, folders, inbox,

customization of

Outlook features, the

out-of-office assistant,

printing options, data

management,

archiving, creation and

customization of

accounts, sharing and

delegation, and the use

of an RSS feed.

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Question 1. What Is
Outlook? Answer:

Microsoft Outlook is the name of a software program that combines your e-mail, calendar, meetings/appointments, contacts, address book and tasks. The calendaring function in Outlook will replace Meeting Maker this summer. At wisdomjobs, Outlook/Exchange is called the wisdomjobs Connect Service.

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PLAY. Match. Gravity.
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Key Concepts: Terms in
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Email. Click on the
email. Reply to Email.
In the To, CC or BCC
box, click REPLY.

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Create New Message
with an Attachment.

HOME - NEW EMAIL - in
the MESSAGE window,
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Your questions about Trump and COVID-19, answered: Who ...

Trump's test has no direct impact for the oil market right now, but it has brought into

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stark focus the risks to both supply and demand, analysts said. ... It's not a question of travelling less ...

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