Aptitude-test.com

CANDIDATE INFORMATION

Name:	**Lauren Sample**
Date of Test:	12-02-2025
Position:	Other - Sample
Project.:	Outlook Test

TEST RESULTS

Raw Score	Percentile
14	88

RESULTS OVERVIEW

Percentile **88th**

By answering 14 out of 20 test items correctly, Lauren Sample achieved a raw score of 14, corresponding to a percentile rank of 88.

This means Lauren's score is higher than or equal to 88% of individuals who have taken this test and belong to the selected norm group.

Time used: 12 minutes
Time limit: 15 minutes

SCORE INTERPRETATION

Advanced
The candidate demonstrates strong Outlook proficiency and works efficiently with advanced organization, scheduling tools, and email management features. They can streamline communication, coordinate meetings, and maintain well-structured inbox systems with ease. This level suggests readiness for roles requiring high-volume communication and best-practice productivity habits.
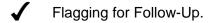
Domain Scores & Item Analysis

Email Composition and Etiquette

Lauren answered 3 items out of 4 correctly in the Email Composition and Etiquette domain.

- **X** Reply vs Reply All.
- ✓ CC vs BCC.
- ✓ Etiquette - Overuse of Urgency.
- ✓ Understanding CC Etiquette.

Inbox and Folder Management

Lauren answered 2 items out of 2 correctly in the Inbox and Folder Management domain.

- ✓ Flagging for Follow-Up.
- ✓ Using Categories.

Calendar and Scheduling

Lauren answered 2 items out of 3 correctly in the Calendar and Scheduling domain.

- ✓ Using the Scheduling Assistant.
- ✓ Cancelling a Meeting.
- **X** Time Zones in Meetings.

Rules and Quick Steps

Lauren answered 2 items out of 3 correctly in the Rules and Quick Steps domain.

- ✔ How to Set Up a Rule in Outlook.
- X Using Quick Steps for Delegation.
- ✔ Differences Between Rules and Quick Steps.

Security and Best Practices

Lauren answered 2 items out of 2 correctly in the Security and Best Practices domain.

- ✔ Handling Suspicious Attachments.
- ✔ Identifying a Phishing Email.

Attachments and File Management

Lauren answered 3 items out of 3 correctly in the Attachments and File Management domain.

- ✔ Editing a File After Attaching It.
- ✔ Sending a Large File.
- ✔ Previewing an Attachment Safely.

Email Organization and Search

Lauren answered 0 items out of 3 correctly in the Email Organization and Search domain.

- X Sorting by Columns.
- X Using Search to Find Emails.
- X Clean Up Tool.