# Information Systems Department:  Tip of the Month - Skills Survey

## Introduction

This month, we're letting you shine. Test your skills. All questions pertain to previous Tips of the Month.

If you wish to be eligible for a prize, you will need to answer your name, department and phone number. All correct entries will be eligible for a random drawing!

Deadline: June 30, 2007

Thank you - have fun!

## Current Work Skills

The following questions address how you currently perform your work:

### 1. When using Outlook/WebMail, do you create folders to organize your projects?
*Check all that apply*

- I create folders on my MailBox
- I create folders on my Personal Folders
- I don't use them
- I don't know how to create them
- N/A

### 2. Your going on vacation and you would like to have an email notice, what do you do? *Check all that apply*

- Create an Out of Office message: Tools > Out of Office Assistant
- Leave a Voice Message: x1799 > #82 > 2 > 3 Temporary message
- Create an Auto Reply message: Tools > Auto Reply
- Forward your messages to your colleague
- Other (please specify)

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3. You want to organize a meeting. You've already created an appointment for yourself in Outlook calendar, but how do you invite others to the meeting?

- ⌐ Click the Insert tab to insert their names
- ⌐ Click Invite Attendees
- ⌐ Call each person and leave a message with tentative dates/times
- ⌐ Offer free food and everyone comes
- ⌐ N/A

4. When you want to read your messages from home or on vacation, what do you do or type?

- ⌐ Are you kidding? I'm on vacation!
- ⌐ www.webmail.metrowest.com
- ⌐ www.innercircle.mwmc.com
- ⌐ webmail.mwmc.com
- ⌐ Other (please specify)
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5. You receive a message that your "MailBox is full." What do you do? *Check all that apply*

- ⌐ Call the Help Desk (x1890 #1)
- ⌐ Check my Deleted Items folder and delete the messages permanently
- ⌐ Check my Inbox and Sent items to archive or delete them
- ⌐ Ignore the whole mess
- ⌐ Other (please specify)
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6. Some messages display the person's name, department and phone number on the bottom of each message. It makes it easy to contact them. What is that called and how is it created?

- ⌐ Heading/Closing: Tools >Actions >Insert Closing
- ⌐ Signature: Tools > Options > Mail Format > Signature
- ⌐ Contact information: Insert > Contact Information
- ⌐ Other (please specify)
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7. You received an e-mail message from someone you do NOT know with an unexpected file attached to it. What should you do? *Check all that apply*

- Do not open it; delete it
- Make sure the sender actually sent you the file, being cautious not to open the attached file until you know who sent it to you
- Call the Help Desk x1890 (#1) and request an anti-virus check to monitor possible virus attacks to see if this file is known to be bad
- Other (please specify)

8. Every month you want to send a message to the Planning Committee. What do you do?

- Type each recipient in the TO: box
- Create a distribution list > File > New > Distribution List
- Call the Help Desk (x1890 #1)
- Type the word "Planning Committee"
- Other (please specify)

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9. To include an Excel file in an e-mail message, what do you do?

- Select Insert > File (paper clip icon)
- Select Insert > Excel
- Select the clipboard icon
- Select Tools > Insert > File

10. Feel free to add any comments...

## Your Info

11. To be eligible for the contest, please insert your Name, Dept and Phone Number.

Name:

Dept:

Telephone Number: