116945 observation practical

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| **Action** | **Performed correctly** **Yes / No** |
| Call the observer and show him how you will print an e-mail (1) |  |
| Show the observer how you do a Spelling and Grammar check. (1) |  |
| Flag one of the messages in your Inbox for follow up. (1) |  |
| Add a new contact to the Address Book (1) |  |
| Sort your messages according to “From” as your Sort criteria. (1) |  |
| Delete an email (1) |  |
| Change the View from Compact to Single View and back to Compact View. (1) |  |
| Close Outlook (1) |  |
| **TOTAL: 8** |  |

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| Logbook  |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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| Date | Learner signature | Date | Mentor/supervisor signature |
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