

Nevada Learning Series Reference Guide Survey

As a pilot member, we ask that you take a few moments and fill out the following questionnaire about the **Outlook 2003 Quick Reference Guide** we provided you.

Your input here will determine the usability of these guides for other divisions.

| | |
|--------------|--------------|
| Name: | Date: |
|--------------|--------------|







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|---|--|
| 1. What type of Outlook 2003 User are you? | <input type="checkbox"/> Beginner <input type="checkbox"/> Average <input type="checkbox"/> Advanced |
| 2. Do you manage another person's mail and calendar? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

Overall Evaluation

| | |
|---|--|
| 1. Did you use the Outlook 2003 Quick Reference Guide? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Please rate the effectiveness of these guides: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 </div> <p style="font-size: small; text-align: center;"> 1 = Did not even look at it 2 = Not Helpful 3 = Somewhat Helpful 4 = Helpful 5 = Excellent Resource </p> |
| 3. Please rate the effectiveness of the Table of Contents: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 </div> <p style="font-size: small; text-align: center;"> 1 = Did not even look at it 2 = Not Helpful 3 = Somewhat Helpful 4 = Helpful 5 = Excellent Resource </p> |
| 4. Please rate the readability of the text: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 </div> <p style="font-size: small; text-align: center;"> 1 = Very unclear 2 = Unclear 3 = Somewhat clear 4 = Clear 5 = Very Clear </p> |
| 5. Please choose the most important topic from page 2: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 </div> <p style="font-size: small; text-align: center;"> 1 = None of Page 2 2 = The Navigation Pane 3 = The Calendar 4 = All of page 2 </p> |
| 6. Please choose the most important topic from page 3: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 </div> <p style="font-size: small; text-align: center;"> 1 = None of Page 3 2 = Scheduling Meeting and Events 3 = Creating and Assigning Tasks 4 = All of page 3 </p> |
| 7. Please choose the most important topic from page 4: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 </div> <p style="font-size: small; text-align: center;"> 1 = None of Page 4 2 = Creating and Managing Contacts 3 = Working with Notes 4 = All of page 4 </p> |
| 8. Please choose the most important topic from page 5: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 </div> <p style="font-size: small; text-align: center;"> 1 = None of Page 5 2 = Receiving and Viewing Mail 3 = Managing Your Messages 4 = All of page 5 </p> |
| 9. Please choose the most important topic from page 6: | <div style="text-align: center;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 </div> <p style="font-size: small; text-align: center;"> 1 = None of Page 6 2 = Creating New Messages 3 = Replying and Forwarding 4 = All of page 6 </p> |

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Feature Evaluation

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|--|---|
| <p>1. What New Feature outlined in the guide do you think you will use most often?</p> | |
| <p>2. Were you aware of this feature before reviewing the guide?</p> | <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> |
| <p>3. Please rate the readability of the instructions for this feature:</p> | <p>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5  </p> <p>1 = Very unclear 2 = Unclear 3 = Somewhat clear 4 = Clear 5 = Very Clear</p> |
| <p>4. What Existing Feature outlined in the guide do you use most often?</p> | |
| <p>5. Please rate the readability of the instructions for this feature:</p> | <p>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5  </p> <p>1 = Very unclear 2 = Unclear 3 = Somewhat clear 4 = Clear 5 = Very Clear</p> |
| <p>6. What is the single tip from the guide that you found most useful?</p> | |
| <p>7. Please rate the readability of the instructions for this tip:</p> | <p>  <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5  </p> <p>1 = Very unclear 2 = Unclear 3 = Somewhat clear 4 = Clear 5 = Very Clear</p> |

Other Comments: