

At our company, the most important thing about our training is your learning. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. **Please take a moment to evaluate your present level in performing the following tasks** (the primary learning objectives of this course.) Circle the number that best represents your current ability.

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

PRIOR TO THIS CLASS	Not Able					Able
Creating Signatures	1	2	3	4	5	6
Using The Personal Address Book	1	2	3	4	5	6
Flagging Messages	1	2	3	4	5	6
Setting Message Importance Options	1	2	3	4	5	6
Sorting And Categorizing Contacts	1	2	3	4	5	6
Archiving Mail	1	2	3	4	5	6
Scheduling Events	1	2	3	4	5	6
Posting Web Calendars	1	2	3	4	5	6
Working In The Journal	1	2	3	4	5	6
Working With Tasks In Outlook	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able					Able
Creating Signatures	1	2	3	4	5	6
Using The Personal Address Book	1	2	3	4	5	6
Flagging Messages	1	2	3	4	5	6
Setting Message Importance Options	1	2	3	4	5	6
Sorting And Categorizing Contacts	1	2	3	4	5	6
Archiving Mail	1	2	3	4	5	6
Scheduling Events	1	2	3	4	5	6
Posting Web Calendars	1	2	3	4	5	6
Working In The Journal	1	2	3	4	5	6
Working With Tasks In Outlook	1	2	3	4	5	6

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

The amount of topics, exercises, follow up practice, & application projects (course design):

The organization and ease of use of the manual (course material):

What did you like best about this course?

What would make this course even better?

Please turn this page over

Name Tessie T

Company C-H

Address Home
 Business

Telephone 626-575-6161

Microsoft Outlook 2002 Level 2

Course Evaluation

At our company, the most important thing about our training is your learning. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. **Please take a moment to evaluate your present level in performing the following tasks** (the primary learning objectives of this course.) Circle the number that best represents your current ability.

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

PRIOR TO THIS CLASS	Not Able			Able		
Creating Signatures	1	2	3	4	5	6
Using The Personal Address Book	1	2	3	4	5	6
Flagging Messages	1	2	3	4	5	6
Setting Message Importance Options	1	2	3	4	5	6
Sorting And Categorizing Contacts	1	2	3	4	5	6
Archiving Mail	1	2	3	4	5	6
Scheduling Events	1	2	3	4	5	6
Posting Web Calendars	1	2	3	4	5	6
Working In The Journal	1	2	3	4	5	6
Working With Tasks In Outlook	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able			Able		
Creating Signatures	1	2	3	4	5	6
Using The Personal Address Book	1	2	3	4	5	6
Flagging Messages	1	2	3	4	5	6
Setting Message Importance Options	1	2	3	4	5	6
Sorting And Categorizing Contacts	1	2	3	4	5	6
Archiving Mail	1	2	3	4	5	6
Scheduling Events	1	2	3	4	5	6
Posting Web Calendars	1	2	3	4	5	6
Working In The Journal	1	2	3	4	5	6
Working With Tasks In Outlook	1	2	3	4	5	6

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

good

The amount of topics, exercises, follow up practice, & application projects (course design):

wonderful

The organization and ease of use of the manual (course material):

very useful

What did you like best about this course?

Emailing

What would make this course even better?

Nothing

Name Andrea McGovern

Company TAS

Address 3828 Wacker Dr Home Business

Telephone 6851761

Please turn this page over

Microsoft Outlook 2002 Level 2

Course Evaluation

At our company, the most important thing about our training is your learning. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. **Please take a moment to evaluate your present level in performing the following tasks** (the primary learning objectives of this course.) Circle the number that best represents your current ability.

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

PRIOR TO THIS CLASS	Not Able					Able
Creating Signatures	1	2	3	4	5	6
Using The Personal Address Book	1	2	3	4	5	6
Flagging Messages	1	2	3	4	5	6
Setting Message Importance Options	1	2	3	4	5	6
Sorting And Categorizing Contacts	1	2	3	4	5	6
Archiving Mail	1	2	3	4	5	6
Scheduling Events	1	2	3	4	5	6
Posting Web Calendars	1	2	3	4	5	6
Working In The Journal	1	2	3	4	5	6
Working With Tasks In Outlook	1	2	3	4	5	6

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

The amount of topics, exercises, follow up practice, & application projects (course design):

The organization and ease of use of the manual (course material):

AFTER TAKING THIS CLASS	Not Able					Able
Creating Signatures	1	2	3	4	5	6
Using The Personal Address Book	1	2	3	4	5	6
Flagging Messages	1	2	3	4	5	6
Setting Message Importance Options	1	2	3	4	5	6
Sorting And Categorizing Contacts	1	2	3	4	5	6
Archiving Mail	1	2	3	4	5	6
Scheduling Events	1	2	3	4	5	6
Posting Web Calendars	1	2	3	4	5	6
Working In The Journal	1	2	3	4	5	6
Working With Tasks In Outlook	1	2	3	4	5	6

What did you like best about this course?

What would make this course even better?

Name Linda Luzzini

Company Juni and Adams

Address 3828 Wacker, Mpls, Minn Home Business

Telephone 909-685-1761

Please turn this page over

At CompUSA, the most important thing about our training is your *learning*. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. Please take a moment to evaluate your present level in performing the following tasks (the primary learning objectives of this course.) Circle the number that best represents your current ability.

PRIOR TO THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

Name Fred Mounar

Company Inland Empire Utilities Agency

Address 9400 Cherry Ave Fontana Home Business
92335

Telephone (909) 357-0241

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

A little basic but pretty good overall

The amount of topics, exercises, follow up practice, & application projects (course design):

Good

The organization and ease of use of the manual (course material):

ok

What did you like best about this course?

creating storage folders and filtering rules

What would make this course even better?

more advanced topics

Please turn this page over

At CompUSA, the most important thing about our training is your *learning*. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. Please take a moment to evaluate your present level in performing the following tasks (the primary learning objectives of this course.) Circle the number that best represents your current ability.

PRIOR TO THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

Name Gayle Duran

Company _____

Address Montclair Home Business

Telephone _____

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

The amount of topics, exercises, follow up practice, & application projects (course design):

The organization and ease of use of the manual (course material):

What did you like best about this course?

Very informative + interesting -
Very good instructor.

What would make this course even better?

Please turn this page over

At CompUSA, the most important thing about our training is your learning. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. **Please take a moment to evaluate your present level in performing the following tasks (the primary learning objectives of this course.) Circle the number that best represents your current ability.**

PRIOR TO THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

Name SA. Aguilar

Company Team-One

Address 4100 E. Mission Ave Home Business
Ontario, Ca 91764

Telephone (909) 201-1794

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

Thought in an easy digestible way

The amount of topics, exercises, follow up practice, & application projects (course design):

6

The organization and ease of use of the manual (course material):

What did you like best about this course?

instructor

What would make this course even better?

more advanced material

Please turn this page over

At CompUSA, the most important thing about our training is your learning. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. Please take a moment to evaluate your present level in performing the following tasks (the primary learning objectives of this course.) Circle the number that best represents your current ability.

PRIOR TO THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

Name Jim Welch

Company Retired Engineer

Address 30579 Meadow Run N Menifee, Ca 92554 Home Business

Telephone (909) 224-5840

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

completely adequate

The amount of topics, exercises, follow up practice, & application projects (course design):

plenty - to the learning objective

The organization and ease of use of the manual (course material):

Excellent

What did you like best about this course?

very mellow
good question: answer

What would make this course even better?

?

Please turn this page over

At CompUSA, the most important thing about our training is your *learning*. Because this training is results oriented, your accomplishment and confidence in applying what you've learned is critically important to us. **Please take a moment to evaluate your present level in performing the following tasks** (the primary learning objectives of this course.) Circle the number that best represents your current ability.

PRIOR TO THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

AFTER TAKING THIS CLASS	Not Able					Able
Preparing Mail Messages	1	2	3	4	5	6
Using Mail Features	1	2	3	4	5	6
Organizing Items	1	2	3	4	5	6
Using Calendar	1	2	3	4	5	6
Integrating Calendar with Outlook Components	1	2	3	4	5	6
Exploring Contacts and the Journal	1	2	3	4	5	6
Examining Tasks	1	2	3	4	5	6
Creating Tasks with Outlook Items	1	2	3	4	5	6
Integrating Outlook and Office	1	2	3	4	5	6
Managing Office Documents	1	2	3	4	5	6

Name DONNIE RUDENS

Company METROLINK

Address 700 S. FLOWER LA 90017 Home Business

Telephone 213 452-0266

We appreciate hearing your comments regarding this class. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our courses.

In rating this course, overall, please give us your comments regarding:

The appropriateness of the learning objectives (course content):

GOOD

The amount of topics, exercises, follow up practice, & application projects (course design):

GOOD

The organization and ease of use of the manual (course material):

GOOD

What did you like best about this course?

What would make this course even better?

Please turn this page over

At our company, we also appreciate hearing your comments regarding our training delivery and our Training Center. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our policies and procedures.

The Training Center...	Poor		Fair			Good			Excellent		
Schedule of classes made it easy to take this class	1	2	3	4	5	6	7	8	9	10	
Registration process was simple yet thorough	1	2	3	4	5	6	7	8	9	10	
Staff was friendly and helpful	1	2	3	4	5	6	7	8	9	10	
Facilities were neat and clean	1	2	3	4	5	6	7	8	9	10	

Class Date: 10/18

The Trainer	Poor		Fair			Good			Excellent		
Was knowledgeable of the application taught	1	2	3	4	5	6	7	8	9	10	
Was prepared in the course's content and activities	1	2	3	4	5	6	7	8	9	10	
Discussed learning objectives and my expectations	1	2	3	4	5	6	7	8	9	10	
Explained learning concepts & presented the material clearly	1	2	3	4	5	6	7	8	9	10	
Demonstrated care and concern for my success	1	2	3	4	5	6	7	8	9	10	
Used time effectively and properly paced the course	1	2	3	4	5	6	7	8	9	10	
Asked and answered questions appropriately	1	2	3	4	5	6	7	8	9	10	
Created a comfortable learning environment	1	2	3	4	5	6	7	8	9	10	
Provided coaching and assistance with practices as needed	1	2	3	4	5	6	7	8	9	10	

Trainer: Keith Lewton

Store: _____

Other Classes Wanted: _____

Later, Will You...	Poor		Fair			Good			Excellent		
Be able to utilize the skills learned in this class?	1	2	3	4	5	6	7	8	9	10	
Use the class materials for practice?	1	2	3	4	5	6	7	8	9	10	
Recommend this class to others?	1	2	3	4	5	6	7	8	9	10	
Want to take another class from us?	1	2	3	4	5	6	7	8	9	10	

Others Who Need This Class: _____

Overall Reaction...	Poor		Fair			Good			Excellent		
What is your overall reaction to class and its contents?	1	2	3	4	5	6	7	8	9	10	
What is your overall reaction to your trainer?	1	2	3	4	5	6	7	8	9	10	
What is your overall reaction to CompUSA Training?	1	2	3	4	5	6	7	8	9	10	

At our company, we also appreciate hearing your comments regarding our training delivery and our Training Center. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our policies and procedures.

The Training Center...	Poor		Fair			Good			Excellent	
Schedule of classes made it easy to take this class	1	2	3	4	5	6	7	8	9	10
Registration process was simple yet thorough	1	2	3	4	5	6	7	8	9	10
Staff was friendly and helpful	1	2	3	4	5	6	7	8	9	10
Facilities were neat and clean	1	2	3	4	5	6	7	8	9	10

The Trainer	Poor		Fair			Good			Excellent	
Was knowledgeable of the application taught	1	2	3	4	5	6	7	8	9	10
Was prepared in the course's content and activities	1	2	3	4	5	6	7	8	9	10
Discussed learning objectives and my expectations	1	2	3	4	5	6	7	8	9	10
Explained learning concepts & presented the material clearly	1	2	3	4	5	6	7	8	9	10
Demonstrated care and concern for my success	1	2	3	4	5	6	7	8	9	10
Used time effectively and properly paced the course	1	2	3	4	5	6	7	8	9	10
Asked and answered questions appropriately	1	2	3	4	5	6	7	8	9	10
Created a comfortable learning environment	1	2	3	4	5	6	7	8	9	10
Provided coaching and assistance with practices as needed	1	2	3	4	5	6	7	8	9	10

Later, Will You...	Poor		Fair			Good			Excellent	
Be able to utilize the skills learned in this class?	1	2	3	4	5	6	7	8	9	10
Use the class materials for practice?	1	2	3	4	5	6	7	8	9	10
Recommend this class to others?	1	2	3	4	5	6	7	8	9	10
Want to take another class from us?	1	2	3	4	5	6	7	8	9	10

Overall Reaction...	Poor		Fair			Good			Excellent	
What is your overall reaction to class and its contents?	1	2	3	4	5	6	7	8	9	10
What is your overall reaction to your trainer?	1	2	3	4	5	6	7	8	9	10
What is your overall reaction to CompUSA Training?	1	2	3	4	5	6	7	8	9	10

Class Date: 10/16 & 10/17

Trainer: Keith Lawton

Store: San Bern.

Other Classes Wanted:

Others Who Need This Class:

At our company, we also appreciate hearing your comments regarding our training delivery and our Training Center. In order to provide you with the highest quality training and an enjoyable training experience, we use your feedback to continuously update our policies and procedures.

The Training Center...	Poor		Fair		Good			Excellent		
Schedule of classes made it easy to take this class	1	2	3	4	5	6	7	8	9	10
Registration process was simple yet thorough	1	2	3	4	5	6	7	8	9	10
Staff was friendly and helpful	1	2	3	4	5	6	7	8	9	10
Facilities were neat and clean	1	2	3	4	5	6	7	8	9	10

The Trainer	Poor		Fair		Good			Excellent		
Was knowledgeable of the application taught	1	2	3	4	5	6	7	8	9	10
Was prepared in the course's content and activities	1	2	3	4	5	6	7	8	9	10
Discussed learning objectives and my expectations	1	2	3	4	5	6	7	8	9	10
Explained learning concepts & presented the material clearly	1	2	3	4	5	6	7	8	9	10
Demonstrated care and concern for my success	1	2	3	4	5	6	7	8	9	10
Used time effectively and properly paced the course	1	2	3	4	5	6	7	8	9	10
Asked and answered questions appropriately	1	2	3	4	5	6	7	8	9	10
Created a comfortable learning environment	1	2	3	4	5	6	7	8	9	10
Provided coaching and assistance with practices as needed	1	2	3	4	5	6	7	8	9	10

Later, Will You...	Poor		Fair		Good			Excellent		
Be able to utilize the skills learned in this class?	1	2	3	4	5	6	7	8	9	10
Use the class materials for practice?	1	2	3	4	5	6	7	8	9	10
Recommend this class to others?	1	2	3	4	5	6	7	8	9	10
Want to take another class from us?	1	2	3	4	5	6	7	8	9	10

Overall Reaction...	Poor		Fair		Good			Excellent		
What is your overall reaction to class and its contents?	1	2	3	4	5	6	7	8	9	10
What is your overall reaction to your trainer?	1	2	3	4	5	6	7	8	9	10
What is your overall reaction to CompUSA Training?	1	2	3	4	5	6	7	8	9	10

Class Date: 10/17/02

Trainer: Keith LANTON

Store: S.B

Other Classes Wanted:

Others Who Need This Class: