



# 77-884<sup>Q&As</sup>

Outlook 2010

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**QUESTION 1**

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You want to publish your calendar to Office.com. You select the Publish Online option and sign in with your Windows Live ID. You want to modify the published calendar to display events from the last 7 days and events scheduled in the next 45 days. What setting should you configure?

- A. You should configure the working hours setting.
- B. You should configure the time span setting.
- C. You should configure the schedule view setting.
- D. You should configure the date range setting.

Correct Answer: B

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**QUESTION 2**

You work as a Support Analyst at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company email server. The email server is configured for Exchange, POP3, IMAP and HTTP connections.

You receive a call from a user saying that they are trying to perform a search for a public folder. He has the Search box to open the Search tab. The user reports that when they click the Search Tools button, there is no Find Public Folder option.

How can you solve the user's problem?

- A. By configuring the Indexing Options in the user's Outlook to include the Public Folders.
- B. By configuring the user's Outlook to use an IMAP account.
- C. By configuring the user's Outlook to use a Microsoft Exchange account.
- D. By configuring the Internet Directory Service in the user's Outlook.

Correct Answer: C

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**QUESTION 3**

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

Jane is composing an email. She has written the text of the email and now wants to change the format of the email, the



layout of the text and the color of the text.

What is the easiest way for Jane to modify the email?

- A. She should create a new email with the required formatting then copy the text into the new email.
- B. She should use the Proofing options on the Review tab.
- C. She should use the Change Styles option on the Format Text tab.
- D. She should use the Themes option on the Options tab.

Correct Answer: C

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#### QUESTION 4

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You use Outlook to organize your time and schedule activities related to a new project.

Which of the following is described as "an Outlook item that has been marked as requiring some sort of action in the future"?

- A. A Meeting.
- B. An Appointment.
- C. An All Day Event.
- D. A Task.
- E. A To-do

Correct Answer: E

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#### QUESTION 5

You work as a Project Manager at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

You use the Outlook Calendar to organize your time and schedule activities related to a new project.

Which of the following is described as "an appointment to which you invite people or reserve resources for"?

- A. A Meeting.
- B. An Appointment.



C. An All Day Event.

D. A Task.

E. A To-do

Correct Answer: A

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