



77-884^{Q&As}

Outlook 2010

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**QUESTION 1**

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.

Jane's Contacts list in Outlook is shared. Jane is adding a new contact. The contact details are confidential. Jane wants to prevent other users from viewing details of the new contact.

Which option should Jane select when creating the contact?

- A. She should select the Follow Up option.
- B. She should select the Private option.
- C. She should select the New Contact Group option.
- D. She should select the Categorize option.

Correct Answer: B

QUESTION 2

ABC.com employees run Microsoft Office 2010 on their client computers. The company email system runs Microsoft Exchange Server 2010.

All users in the company have Microsoft Outlook 2010 configured to view emails in HTML format.

A user named Mia has her Outlook contacts displayed as business cards. She uses the "Forward > As a business card" option to send a business card to her manager.

Which two of the following statements are true?

- A. The manager will receive an email with the business card as an attachment.
- B. The manager will receive an email with a .vcf file as an attachment.
- C. The manager will receive an email containing a clickable image of the business card.
- D. The manager will receive an email containing a non-clickable image of the business card.

Correct Answer: BD

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. Jane wants to create a large capital letter at the start of a paragraph in the email. The first letter of the paragraph should be as large as three lines of the paragraph text. How can Jane achieve the desired result?



- A. By using a WordArt letter at the start of the paragraph.
- B. By selecting the first letter of the paragraph and selecting the Grow Font option on the Format Text tab.
- C. By selecting the Drop Cap option on the Insert tab.
- D. By using the Text Box option on the Insert tab.

Correct Answer: C

QUESTION 4

You work in the Sales department 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 POP3 based company email server.

You are composing an email to send to the Sales Manager before a Sales meeting. You attach a Microsoft Excel spreadsheet containing some sales figures and a Microsoft PowerPoint presentation containing a sales plan for the next quarter. You discover that the two files appear in the body of the email as opposed to appearing in an "Attached" field below the Subject Line.

Why do the attachments appear in the body of the email?

- A. Because you do not have an account configured.
- B. Because the email is in HTML format.
- C. Because the email is in RTF format.
- D. Because you used the Insert > Outlook Item option to attach the files.

Correct Answer: C

QUESTION 5

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. A user named Tanya has searched her local address books for the email address of customer. However her searches were unsuccessful. She now wants to search an external address book.

What type of address book should Tanya search?

- A. She should search the Global Address List.
- B. She should search a Contact Group.
- C. She should search an Internet Directory Services (LDAP) directory.
- D. She should search the Outlook Cache.

Correct Answer: C



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