



77-884^{Q&As}

Outlook 2010

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**QUESTION 1**

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 activity that you schedule in your calendar"?

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

Correct Answer: B

QUESTION 2

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 works in the Accounts department. She is using Outlook and wants to compose an email to send to a supplier.

Jane switches to the Contacts view in Outlook. Jane plans to use the alphabetical list to find the email address of her contact at a supplier named Stanford Supplies. However, there is no alphabetical list displayed that Jane can click on to filter the contacts and narrow down her search.

How can Jane display the alphabetical list? (Choose two possible answers).

- A. By switching to the Business Card view.
- B. By switching to the Card view.
- C. By switching to the Phone view.
- D. By applying a filter.
- E. By using Contact Groups.

Correct Answer: AB

QUESTION 3

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 recruit a new member named Trevor to your team for a new project. You want to create a new Outlook contact for Trevor. You want to use the New Contact from Same Company option in the New Items menu to create the contact so that the contact company information is automatically filled in.

What do you need to do before you can use the New Contact from Same Company option?

- A. You need to select an existing contact.
- B. You need to modify the Outlook options to enable the New Contact from Same Company option.
- C. You need to create a New Contact Group.
- D. You need to select the Business Card view for the current contacts list.

Correct Answer: A

QUESTION 4

You work as an IT Administrator at ABC.com. You have been asked to implement a new email system. The company plans to deploy Microsoft Office 2010 to the company client computers.

One of the requirements of the email system is that it must support automatic replies.

Which of the following types of email server should you implement?

- A. A Web based email system that uses HTTPS.
- B. A Microsoft Exchange Server system.
- C. A POP3 based email system.
- D. An IMAP based email system.

Correct Answer: B

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.

Louise works in the Marketing department. She has composed an email that contains the marketing strategy for each of the company products. The email is many pages long and will be sent to various departmental managers and product designers.

You want to configure the email so that the recipients can quickly go to the section of the email that is relevant to them without having to read through the whole email.

How should you configure the email?



- A. You should add Voting Buttons to the email.
- B. You should add Hyperlinks to the email.
- C. You should add Text Boxes to the email.
- D. You should add Word Art to the email.

Correct Answer: B

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