



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 IMAP based company email server. Some computers have the Outlook Social Connector installed to enable users to connect to social networking sites.

A user named Mia uses a computer that has the Outlook Social Connector installed. Mia is unable to view the People Pane in Outlook. Mia confirms that the People Pane view setting is set to "Normal".

What should Mia do to display the People Pane?

- A. She should configure the Account Settings to sign in to a social network.
- B. She should display the Reading Pane.
- C. She should change the People Pane view setting to Minimized.
- D. She should hide the To-Do Bar.

Correct Answer: B

QUESTION 2

Mia is working in the Marketing department 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. Mia is composing a marketing email. She inserts an image into the email and writes a paragraph of text. Mia wants to format the email so that the text surrounds the image in the email.

Which function should Mia use to configure the layout of the text?

- A. She should use the WordArt function.
- B. She should use the Text Box function.
- C. She should use the Wrap Text function.
- D. She should use the Format Painter function.

Correct Answer: C

QUESTION 3

Gary works as the Finance Manager at ABC.com. The company email system runs Microsoft Exchange Server 2010. Gary uses Microsoft Outlook 2010 configured with an Exchange account.

Gary receives a meeting request for a meeting with other company managers.

Gary wants to reply to the meeting request.

Which of the following keyboard shortcuts could Gary use to reply to the meeting request?



- A. CTRL + N
- B. CTRL + F
- C. CTRL + R
- D. CTRL + SHIFT + Q

Correct Answer: C

QUESTION 4

Jane is working in the Sales department 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.

Jane is composing an email in Outlook. Jane then uses the CTRL + Enter keyboard shortcut.

What effect will the CTRL + Enter keyboard shortcut have on the email?

- A. It will delete the email.
- B. It will change the font of the email.
- C. It will save the email.
- D. It will send the email.

Correct Answer: D

QUESTION 5

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

John is the Sales Manager. He often needs to search his emails for customer information and sales history.

To reduce the time it takes to search through his emails, John wants to use the Outlook 2010 Instant Search function. However, the Instant Search function is not available.

What should John do to enable the Instant Search function?

- A. He should install Microsoft Office 2010 Service Pack 1.
- B. He should download and install Windows Search.
- C. He should enable Windows Updates.
- D. He should configure IMAP access.

Correct Answer: B



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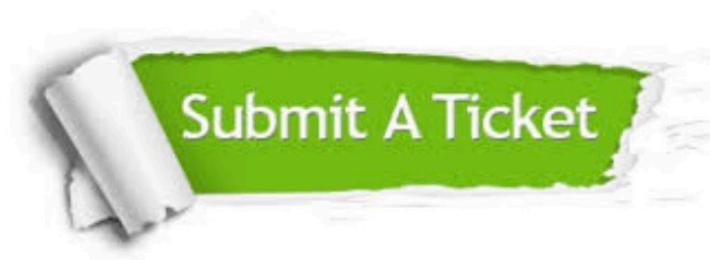
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