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Outlook 2010

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**QUESTION 1**

You work in the Finance 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.

You create a task in Microsoft Outlook to look through some accounts figures. You send the task to an Accounts Administrator named Mia. Mia informs you that she has no spare time before the task due date and declines the task.

You open the returned task and attempt to modify the due date. However, you discover that you are unable to modify the due date.

What do you need to do before you can modify the task due date?

- A. You need to categorize the task.
- B. You need to tick the Reminder checkbox.
- C. You need to become the owner of the task.
- D. You need to select the Unassigned Copy option.

Correct Answer: C

QUESTION 2

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 activity that lasts all day long but doesn't block out time in your Calendar"?

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

Correct Answer: C

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.

Dan is a member of your project team. You create a task and assign it to Dan. You have entered information into the Billing and Mileage fields of the task.

Dan double clicks the task to open it.

How can Dan view the information in the Billing and Mileage fields of the task?

- A. By clicking the Recurrence option on the Task tab.
- B. By clicking the Details button on the Task tab.
- C. By clicking the Task button on the Task tab.
- D. By clicking the Properties button on the File tab.

Correct Answer: B

QUESTION 4

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

QUESTION 5

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.

You need to decide what type of email system to implement and what type of email accounts the company users will use.

One of the requirements of the email system is that it must support a Global Address List.

Which of the following types of email server and Outlook account types should you implement?



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

Correct Answer: D

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