



77-884^{Q&As}

Outlook 2010

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**QUESTION 1**

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.

The Sales department has recently received some new computers. You log in to one of the new computers and open Microsoft Outlook 2010.

You click on the New E-mail button to compose a new email. The Untitled - Message window contains a To field, a CC field, a Subject field and a message body area but there is no Send button.

What would prevent the Send button being displayed?

- A. There is no email account configured in the Outlook profile.
- B. A Delivery Delay has been configured.
- C. The Direct Replies To option has not been configured.
- D. The Exchange server is offline.

Correct Answer: A

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

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.

An employee named Mia has her Outlook contacts displayed as business cards. Mia wants to send some business cards to other company employees.

Mia wants to ensure that the recipients receive an email with the .vcf file of the contacts attached but without the emails containing an image of the business cards.

How should Mia send the business cards?

- A. Mia should open an HTML email and use the Attach Item option.
- B. Mia should select the Plain Text option for the emails.
- C. Mia should select the Rich Text option for the emails.
- D. Mia should display her contacts as a list before forwarding them as business cards.

Correct Answer: B

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

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

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