



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. You log in to a computer and open Outlook.

You compose an email and attempt to send it. You discover that the email has no Send button.

What do you need to do before you can send the email?

- A. You need to mark the email as unread.
- B. You need to remove the Delivery Delay.
- C. You need to create an account.
- D. You need to remove the Follow Up flag.

Correct Answer: C

QUESTION 2

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.

Jane works as a Sales Administrator. Her Inbox contains many folders. Jane has configured Categories in Outlook to help organize her email. One category is named Initial Orders. Emails in the Initial Orders category are spread amongst multiple folders.

Jane creates a folder in her Inbox named Initial Orders. She wants to search for all emails in the Initial Orders category so she can place them on the new folder.

Which two of the following methods could Jane use to find the required emails? (Choose two).

- A. She could use the Instant Search function.
- B. She could create a Search Folder.
- C. She could use the Find function.
- D. She could use the Advanced Find function.
- E. She could use the Arrange By function.

Correct Answer: BD

QUESTION 3

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 4

You work as a Sales 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 have created four different Outlook signatures. Each signature displays different information about you and the company.

You compose an email and select a signature to add to it. You want to additional signatures to the email.

What is the maximum number of signatures that you can add to an email?

- A. 1
- B. 2
- C. 16
- D. Unlimited.

Correct Answer: A

QUESTION 5

You work at ABC.com. You are configuring Microsoft Outlook 2010 to connect to the company Exchange email server.

You configure an Exchange account in Outlook and select the Cached Exchange Mode option to enable you to work with Outlook when you are not connected to the Exchange server.

What type of file is created to store a copy of your email locally on your computer?

- A. A database (.mdb) file.
- B. An Outlook .pst file.



C. An Outlook .ost file.

D. An Exchange .edb file.

Correct Answer: B

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