77-884^{Q&As}

Outlook 2010

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QUESTION 1

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 composed an email and saved it in your drafts folder. You want to send the email tomorrow at 11am. However, you will be away from the office tomorrow with no access to email.

How can you send the email at 11am tomorrow?

A. By configuring a Low Importance level for the email.

B. By using the Delay Delivery option.

C. By configuring the Save Sent Item To option.

D. By attaching a calendar event to the email.

Correct Answer: B

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 want to add an address book from a supplier company to your Exchange account. You select the Internet Directory option in the properties of your Exchange account.

Which protocol will Outlook use to access the Internet directory?

A. Kerberos.

B. HTTP.

C. IMAP.

D. SSL.

E. LDAP.

Correct Answer: E

QUESTION 3

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.

Your default printer is a printer named ABC-Printer1.

A user sends you an email with an Excel spreadsheet attached to it. The email and spreadsheet contain information that you need for a Sales meeting. There is a printer near the meeting room named ABC- Printer2.

You want to print the email for the meeting. In the print options, you tick the checkbox to print the attachment as well as the email. You send the print job to ABC-Printer2.

When you retrieve the printed email from ABC-Printer2, you see the email has printed but the attachment has not. What is the most likely reason for the problem?

A. You cannot print spreadsheets as attachments. Spreadsheets need to be opened in Excel first.

B. The email was sent to you in Plain Text format.

C. Outlook has blocked the Excel file attachment.

D. The spreadsheet has printed but it has printed to the default printer.

Correct Answer: D

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 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 5

A user named Clive works as the Finance Manager at ABC.com. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

Clive has many scheduled meetings and appointments in his calendar. Clive opens Outlook then opens his calendar. He discovers that many of the meetings and appointments are missing.

How can Clive display all his meetings and appointments?

A. By configuring the correct date on his computer.

B. By modifying the Show Time As setting.

C. By clearing any filters in the calendar view.

D. By clicking the New Items icon on the Home tab in the ribbon.

Correct Answer: C

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