



77-884^{Q&As}

Outlook 2010

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QUESTION 1

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 currently working in the Calendar view in Outlook 2010. Jane now wants to switch back to the Mail view.

Which keyboard shortcut could Jane use to switch to Mail view?

- A. CTRL + 1
- B. CTRL + 2
- C. CTRL + 3
- D. CTRL + 4

Correct Answer: A

QUESTION 2

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.

If you chose to implement IMAP Outlook accounts, which two of the following functions will be unavailable to users? (Choose two).

- A. Contacts.
- B. Contact Groups.
- C. Categories.
- D. Automatic Replies.
- E. Voting Buttons.

Correct Answer: DE

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.

You are about to start a new project. You need to assign tasks for the planning stage, the design stage and the



implementation stage of the project. You create the appropriate tasks in Outlook and assign them to members of the project team. You receive a notification in your Outlook Inbox saying one of the tasks has been updated. After a period of time, you notice that the task update notification is no longer in your Inbox.

What is the most likely cause of the task update notification disappearing from your Inbox?

- A. The task has been deleted.
- B. Someone else has taken ownership of the task.
- C. The task update notification has moved to the Tasks folder.
- D. The due date of the task has passed.

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 as icons in the body of the email as opposed to appearing in an "Attached" field below the Subject Line.

You want the two files to appear in the "Attached" field below the Subject Line of the email. How should you change the email?

- A. You should change the format of the email to Rich Text.
- B. You should change the format of the email to HTML.
- C. You should use the Insert > Object option to attach the two files.
- D. You should use the Attach File option on the Message tab to attach the two files.

Correct Answer: B

QUESTION 5

You work as a Systems Analyst 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.

The IT Manager has created a new network diagram using Microsoft Visio. The IT Manager attaches the Visio file to an email and sends it to you.



You discover that you are unable to preview the Visio file in the reading pane of the email.

What do you need to do to enable you to preview Visio files in Outlook?

- A. You need to install Microsoft Visio on your computer.
- B. You need to modify the Email Security settings in the Trust Center.
- C. You need to modify the Attachment Handling settings in the Trust Center.
- D. You need to modify the View Settings on the View tab.

Correct Answer: C

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