



# 77-884<sup>Q&As</sup>

Outlook 2010

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### QUESTION 1

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.

A user named Mia in the Human Resources (HR) department adds an appointment to her calendar. Other users in the HR department have permission to view Mia's calendar. The appointment contains confidential information.

How can Mia prevent other users from viewing the confidential appointment information without affecting their ability to view other appointments?

- A. By configuring the appointment to show the time as Free.
- B. By selecting the Private option in the appointment.
- C. By modifying the permissions of the calendar.
- D. By configuring a new Calendar Group.

Correct Answer: B

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### QUESTION 2

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 receives an email from the Sales Manager. Jane selects the email then enters the CTRL + F keyboard shortcut.

What effect will this keyboard shortcut have?

- A. It will open a Forward email window.
- B. It will open a Reply email window.
- C. It will change the font of the text.
- D. It will open the Move email window.

Correct Answer: A

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### 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 use the Outlook Calendar to organize your time and schedule activities related to a new project.



Which of the following is described as "an activity that you schedule in your calendar"?

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

Correct Answer: B

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#### 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. Some computers have the Outlook Social Connector installed to enable users to connect to social networking sites.

A user named Mia uses a computer that has the Outlook Social Connector installed. Mia is unable to view the People Pane in Outlook. Mia confirms that the People Pane view setting is set to "Normal".

What should Mia do to display the People Pane?

- A. She should configure the Account Settings to sign in to a social network.
- B. She should display the Reading Pane.
- C. She should change the People Pane view setting to Minimized.
- D. She should hide the To-Do Bar.

Correct Answer: B

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#### QUESTION 5

ABC.com employees run Microsoft Office 2010 on their client computers. The company email system runs Microsoft Exchange Server 2010.

All users in the company have Microsoft Outlook 2010 configured to view emails in HTML format.

A user named Mia has her Outlook contacts displayed as business cards. She uses the "Forward > As a business card" option to send a business card to her manager.

Which two of the following statements are true?

- A. The manager will receive an email with the business card as an attachment.
- B. The manager will receive an email with a .vcf file as an attachment.
- C. The manager will receive an email containing a clickable image of the business card.



D. The manager will receive an email containing a non-clickable image of the business card.

Correct Answer: BD

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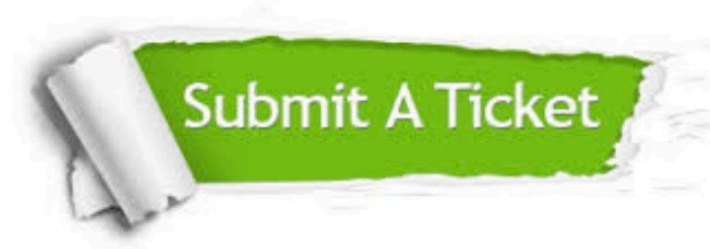
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