



77-884^{Q&As}

Outlook 2010

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QUESTION 1

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

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.

A user in the Human Resources (HR) department wants to send a confidential email to a manager. How can the HR user ensure that the manager sees a "Please treat this as Confidential" message in the information bar of the email?

- A. By adding a digital signature to the email.
- B. By setting the sensitivity level to Private.
- C. By setting the sensitivity level to Confidential.
- D. By setting the importance level to High.

Correct Answer: C

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 currently working the Mail view in Outlook. Jane then enters the CTRL + 2 keyboard shortcut.

What effect will the CTRL +2 keyboard shortcut have?



- A. It will switch Jane to the Mail view.
- B. It will switch Jane to the Calendar view.
- C. It will switch Jane to the Contacts view.
- D. It will switch Jane to the Tasks view.

Correct Answer: B

QUESTION 4

You work as a Helpdesk Technician 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 receive a call from Jane in the Accounts department. Jane reports that she has composed an email and wants to add two signatures to the email. The first signature is her standard signature and the second signature is promoting an upcoming corporate marketing event.

You verify that Jane has successfully added the first signature to her email. How should you help Jane?

- A. You should advise Jane to create a single signature containing all the required information.
- B. You should configure an Exchange account for Jane.
- C. You should advise Jane to change the format of the email to Rich Text.
- D. You should advise Jane to modify the Outlook options to permit multiple signatures.

Correct Answer: A

QUESTION 5

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 in the Human Resources (HR) department wants to send an email containing personal information to her manager. How can the HR user ensure that the manager sees a "Please treat this as Personal" message in the information bar of the email?

- A. By inserting a text box into the email.
- B. By setting the sensitivity level to Personal.
- C. By setting the sensitivity level to Private.
- D. By setting the importance level to High.

Correct Answer: B



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