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. 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

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 named Myles wants to access the shared calendar of his manager.

How should Myles access his manager\\'s calendar?

A. He should use the Publish Online option.

B. He should use the Exchange Calendar option.

C. He should use the Open Calendar > From Internet option.

D. He should add a Calendar Group.

Correct Answer: C

QUESTION 3

Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the Microsoft Exchange 2010 company email server.

Jane creates a category named Important. She wants to ensure that any current or future emails from company managers that contain the word "Urgent" in the subject line or are flagged as Important are automatically added to the Important

category.

How can Jane achieve this goal?

A. By creating a Search Folder.

B. By using the Arrange By > Importance option.

C. By creating a rule.

D. By modifying the properties of the Categorized Mail search folder.

Correct Answer: C

QUESTION 4

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 Outlook to organize your time and schedule activities related to a new project.

Which of the following is described as "an activity that lasts all day long but doesn\\'t block out time in your Calendar"?

A. A Meeting.

B. An Appointment.

C. An All Day Event.

D. A Task.

E. A To-do

Correct Answer: C

QUESTION 5

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 need to create a deployment plan for rolling out a new system at a customer site. You create a task for creating the deployment plan and assign the task to a member of your project team.

You receive a notification saying the task is accepted but you do not receive and further updates on the progress of the task.

What is the most likely cause of the lack of task updates?

A. You marked the task as Private.

B. You are no longer the owner of the task.

C. When you created the task, you cleared the check box labeled "Send me a status report when this task is complete".

D. You have opened the task and selected the Create Unassigned Copy option.

Correct Answer: D

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