77-884^{Q&As}

Outlook 2010

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QUESTION 1

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

QUESTION 2

You work in the Finance 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.

You create a task in Microsoft Outlook to look through some accounts figures. You send the task to an Accounts Administrator named Mia. Mia informs you that she has no spare time before the task due date and declines the task.

You open the returned task and attempt to modify the due date. However, you discover that you are unable to modify the due date.

What do you need to do before you can modify the task due date?

A. You need to categorize the task.

B. You need to tick the Reminder checkbox.

C. You need to become the owner of the task.

D. You need to select the Unassigned Copy option.

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\'s Contacts list in Outlook is shared. Jane is adding a new contact. The contact details are confidential. Jane wants to prevent other users from viewing details of the new contact.

Which option should Jane select when creating the contact?

A. She should select the Follow Up option.

B. She should select the Private option.

C. She should select the New Contact Group option.

D. She should select the Categorize option.

Correct Answer: B

QUESTION 4

Mia is working in the Marketing 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. Mia is composing a marketing email. She inserts an image into the email and writes a paragraph of text. Mia wants to format the email so that the text surrounds the image in the email.

Which function should Mia use to configure the layout of the text?

A. She should use the WordArt function.

B. She should use the Text Box function.

C. She should use the Wrap Text function.

D. She should use the Format Painter function.

Correct Answer: C

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 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

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