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Q&A

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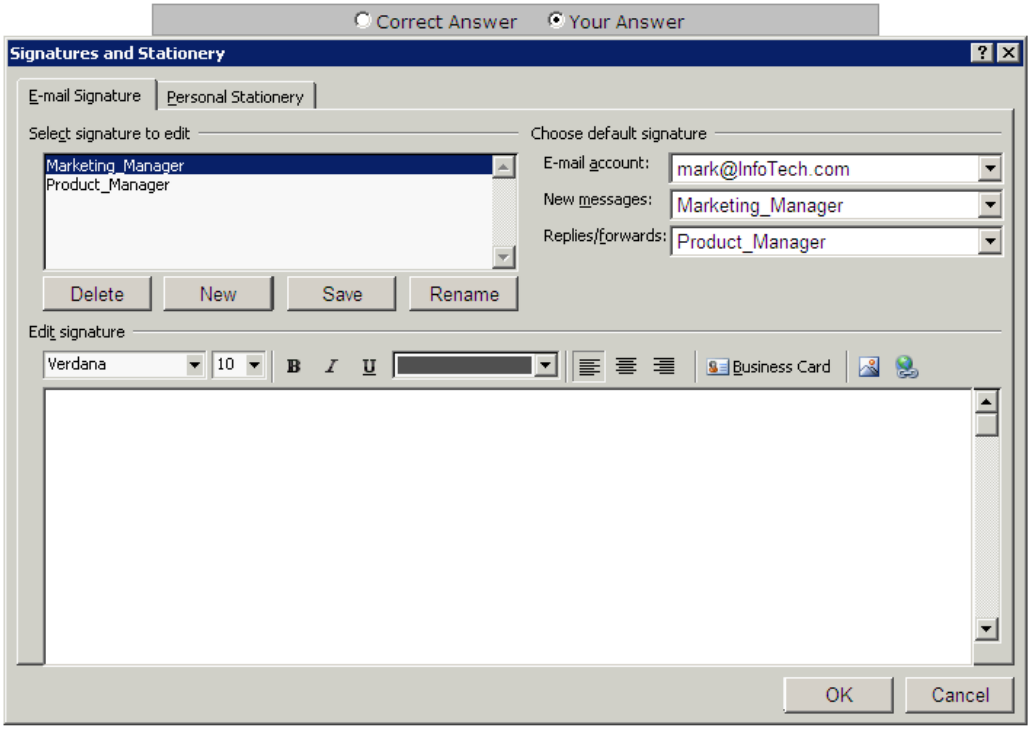
Exam : **77-884**

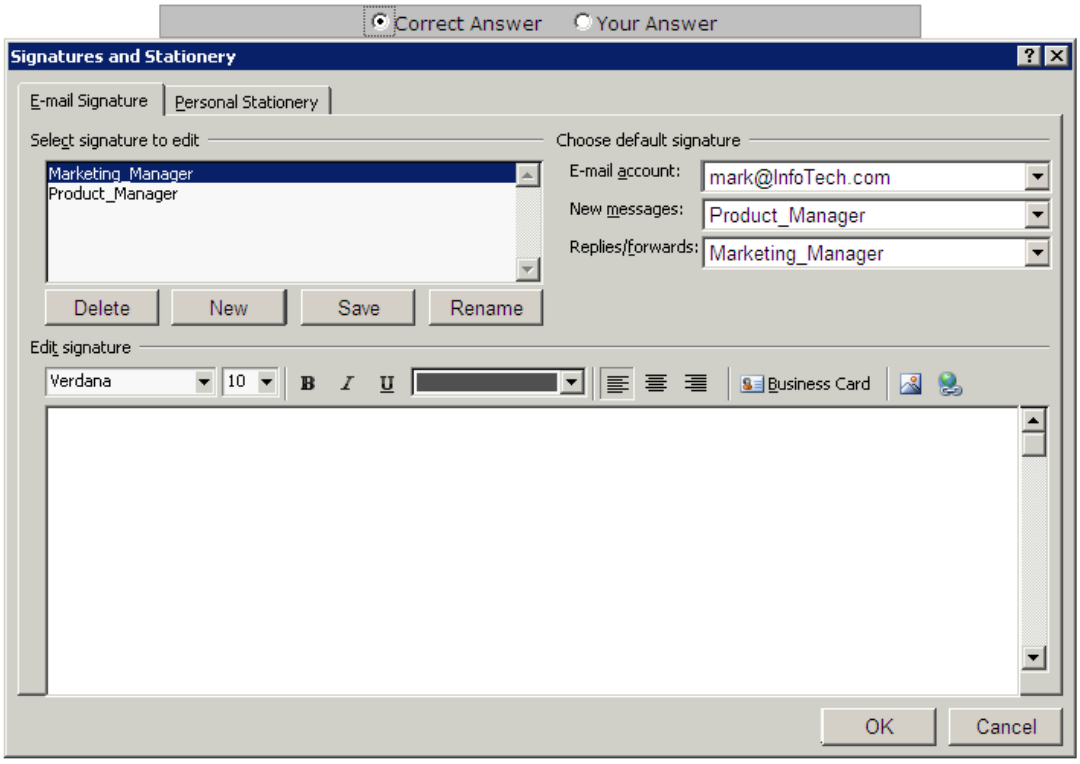
Title : Microsoft Office Outlook 2010 Practice Test

Version : Demo

1.You use Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You compose an e-mail. The e-mail comprises some confidential information. You want to ensure that the recipients of the e-mail see the **"Please treat this as Confidential"** message in the Information Bar of the e-mail. Which of the following actions will you take to accomplish the task?
A. Change the importance level.
B. Assign a Flag.
C. Use RSS Feeds.
D. Change the sensitivity level.
Answer: D

2.Mark works as a Marketing Manager for InfoTech Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use the mark@radiant.com account. In Microsoft Outlook 2010, a signature will automatically be added to the e-mails. However, Mark wants Outlook to perform the following actions automatically: .?
1. Use the mark@InfoTech.com account.
2. Add a signature named Marketing_Manager to any message that Mark replies to or forwards.
3. Add a signature named Product_Manager to any new email message.
Perform the appropriate actions in the following Signatures and Stationery dialog box to accomplish the task.



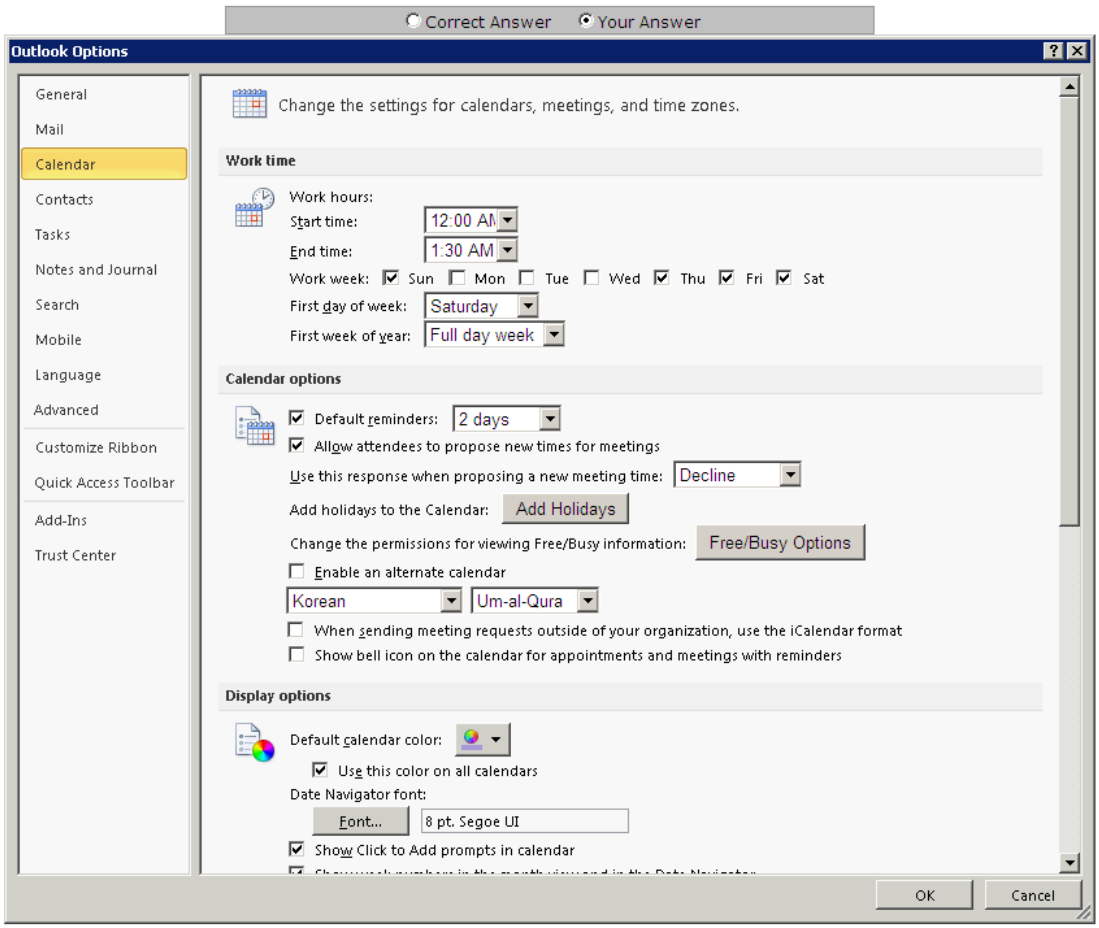


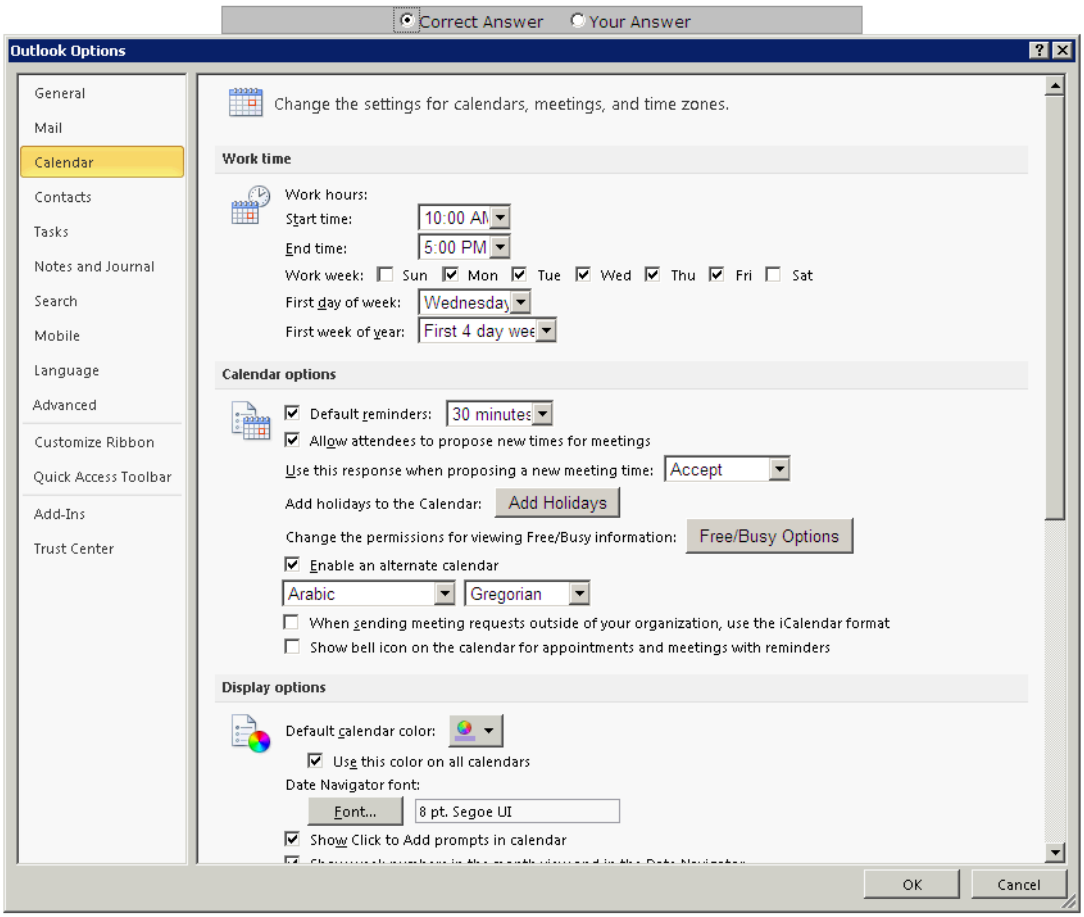
A.

Answer: A

3.Configure the following calendar settings in the Outlook Options dialog box.

1. The work week of the calendar will be Monday to Friday, and the working hours of the calendar will be 10 A.M. to 5 P.M.
2. First day of the week will be Wednesday.
3. On the server, it will share the calendar information of 5 months.
4. The server will update the availability information in every 20 minutes.
5. First week of the year must be the first full week.
6. The default reminder will be of 30 minutes.
7. The users are allowed to suggest new meeting time.
8. The response type while proposing a meeting must be Accept.
9. The Arabic calendar is used as an alternative calendar in the Gregorian language.
10. It will include holidays of the United Kingdom.


Correct Answer
Your Answer
Outlook Options
General
Mail
Calendar
Contacts
Tasks
Notes and Journal
Search
Mobile
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center
Change the settings for calendars, meetings, and time zones.
Work time
Work hours:
Start time: 12:00 AM
End time: 1:30 AM
Work week: Sun Mon Tue Wed Thu Fri Sat
First day of week: Saturday
First week of year: Full day week
Calendar options
Default reminders: 2 days
Allow attendees to propose new times for meetings
Use this response when proposing a new meeting time: Decline
Add holidays to the Calendar: Add Holidays
Change the permissions for viewing Free/Busy information: Free/Busy Options
Enable an alternate calendar
Korean
Um-al-Qura
When sending meeting requests outside of your organization, use the iCalendar format
Show bell icon on the calendar for appointments and meetings with reminders
Display options
Default calendar color:
Use this color on all calendars
Date Navigator font:
Font...
8 pt. Segoe UI
Show Click to Add prompts in calendar
OK
Cancel

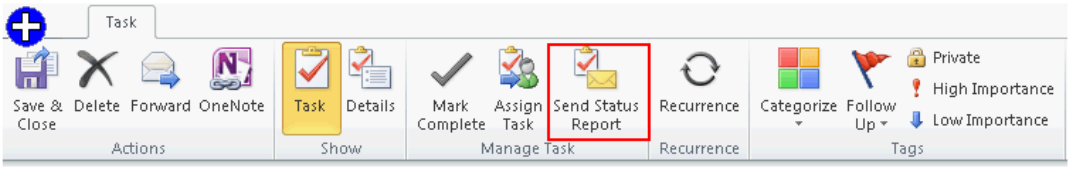


A.

Answer: A

4.Kevin works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He creates a task request and sends it to multiple recipients. He wants to send an informative e-mail that gives information about the start date, due date, subject, priority, actual work, status, etc about the task request. He has to click an option in the task window. Mark the option that he will use to accomplish the task.

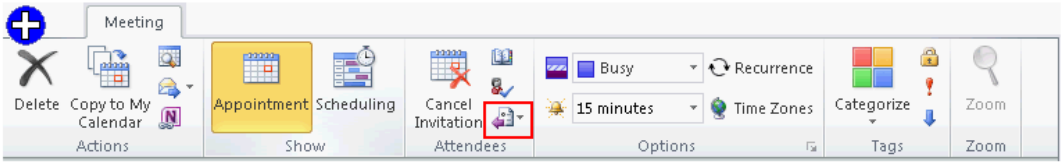
A.



Answer: A

5.You work as a System Analyst for InfoTech Inc. You create a meeting request to invite several attendees for a meeting. Now you want to ensure that you do not receive any response from attendees indicating whether they plan to attend the meeting or not. For this, you have to click an option on the Meeting tab.

Mark the button on the Meeting tab to set the meeting response options.



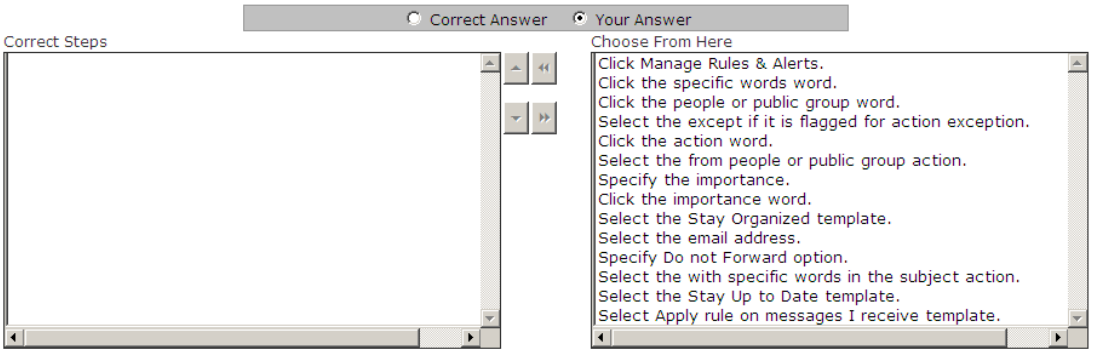
A.

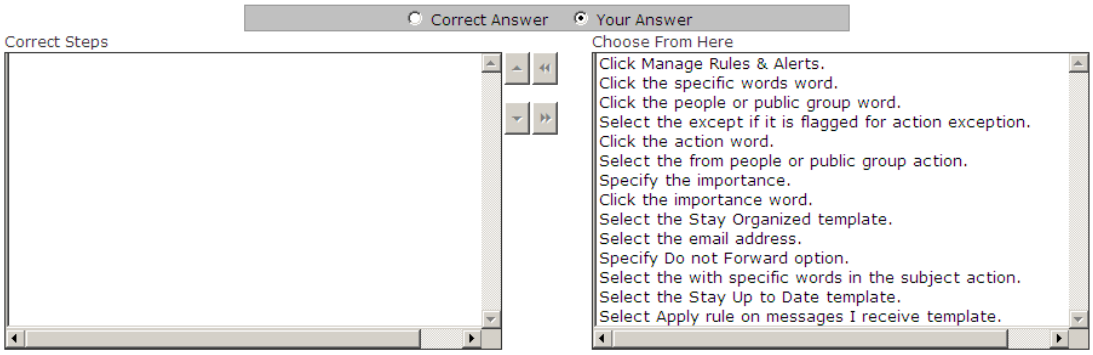
Answer: A

6.Choose and reorder the required steps to create a rule that will apply high importance to all emails that satisfy the following criteriA.

1. Send email from peter@InfoTech.com account.
2. The sent emails must contain the "Meeting" word in the subject field.

NotE. The rule must omit the emails that are flagged as "Do not Forward".

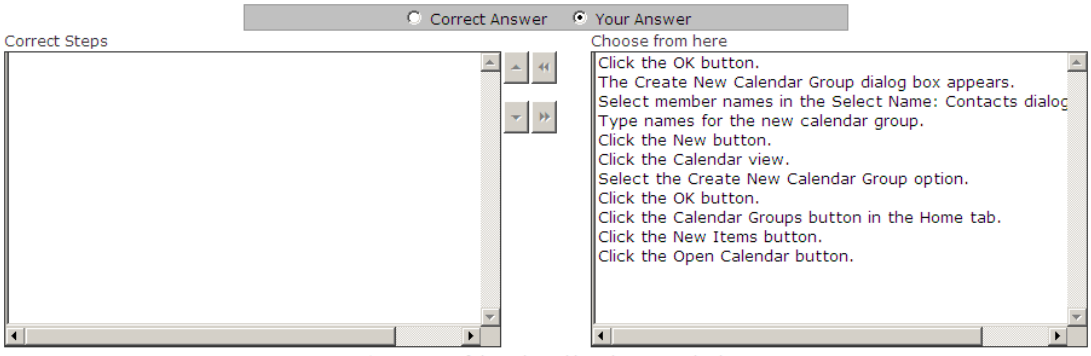


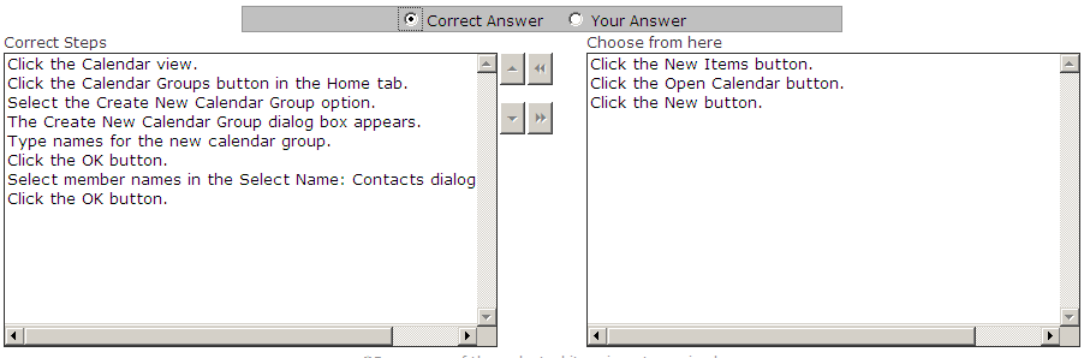


A.

Answer: A

7.Choose and reorder the steps required to **create a calendar group named 'Employee'** that includes Employees contact group, and contacts named Henry Stuart, Mike Wilson, and Patricia.





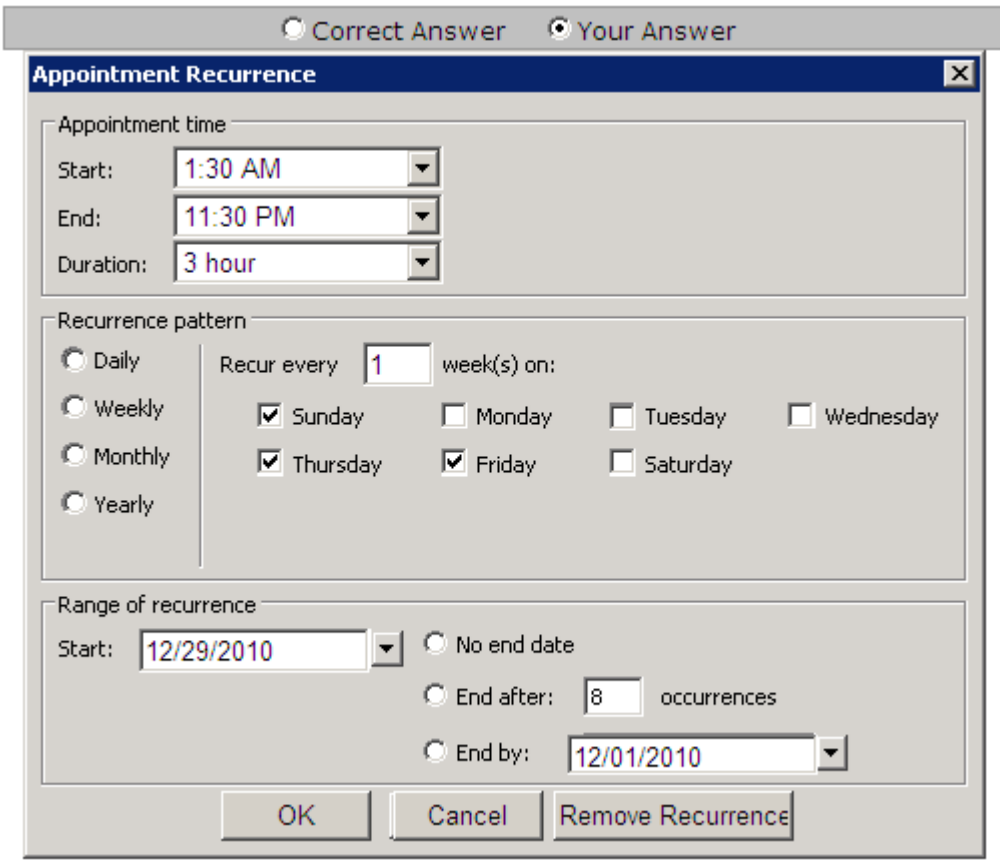
A.

Answer: A

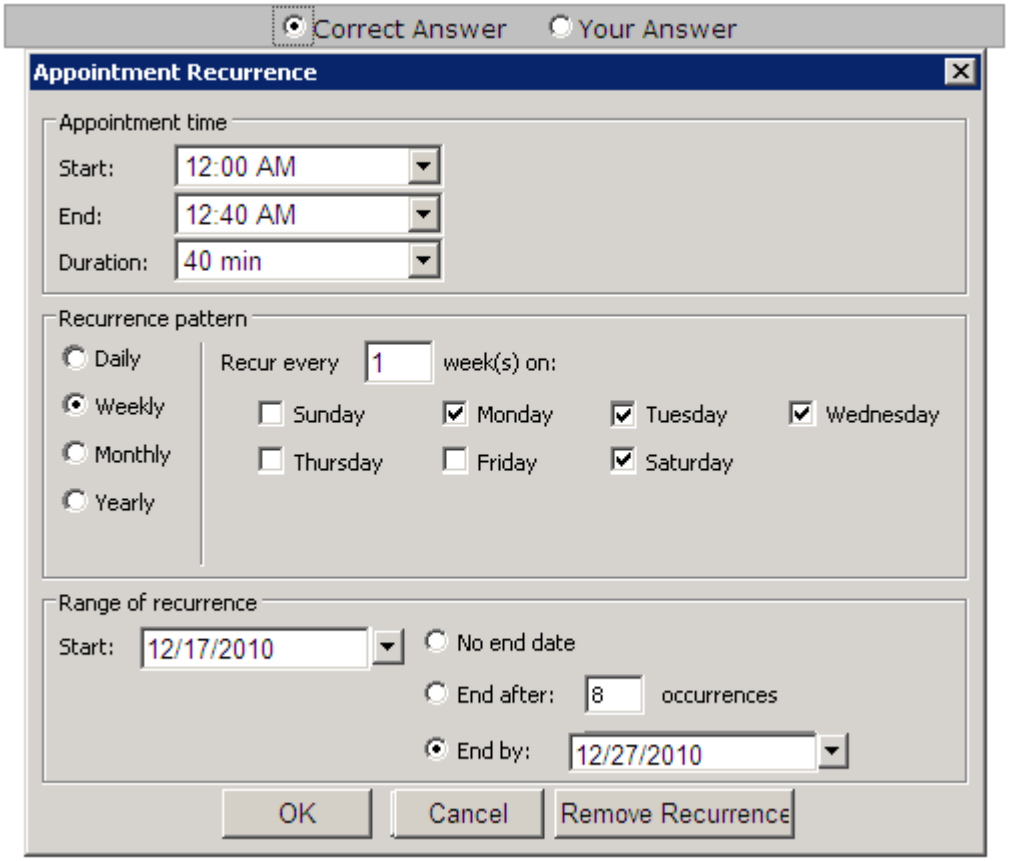
8.Mark works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for scheduling meetings and e-mailing. MS Outlook has been configured to use a POP3 account. He wants to create a recurring appointment that satisfies the following criteriA.

1. It will start at 12:00 AM and end at 12:40 AM.
2. It will recur from 17th Dec to 27th Dec.
3. It will recur on every Monday, Tuesday, Saturday, and Wednesday.

Perform the appropriate actions in the Recurrence dialog box to make the appointment recurring.

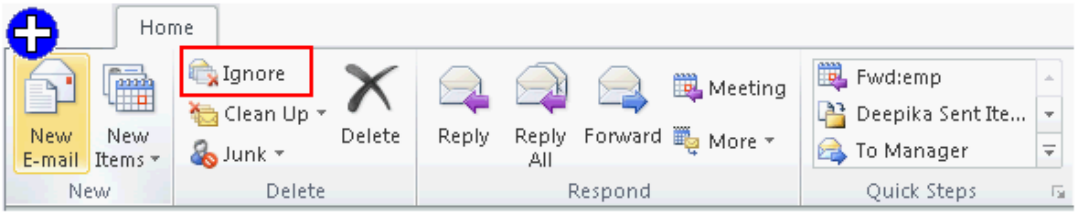


A.



Answer: A

9.Derek works as a Marketing Manager for Blue Well Inc. Derek is using Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use the Derek@InfoTech email account. In Outlook 2010, e-mail messages in his Inbox are organized by Date, and are arranged by Conversation. Outlook groups messages that share the same subject into conversations that can be viewed, expanded, or collapsed.
Mark the option or button on the Home tab to remove and send all previous and future e-mail message conversations related to the Sales Details email directly to the Deleted Items folder.



A.

Answer: A

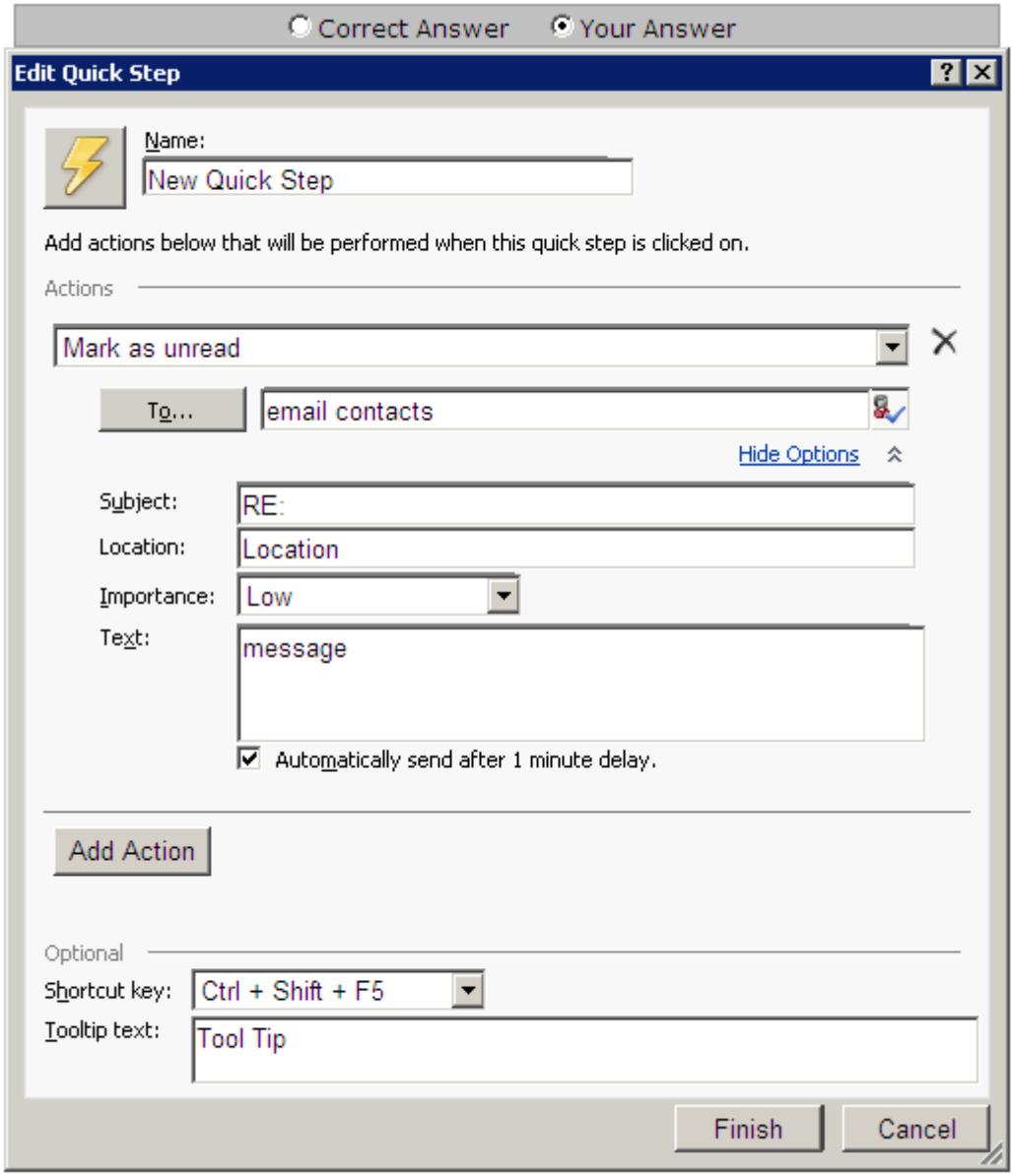
10.Mark works as a System Analyst for InfoTech Inc. He uses Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an Exchange account.
He wants to create a quick step named FwD.emp, so that he can quickly and easily manage his mailbox by using the shortcut key combination Ctrl + Shift + F9. He wants the following actions to be automated by

the quick step:

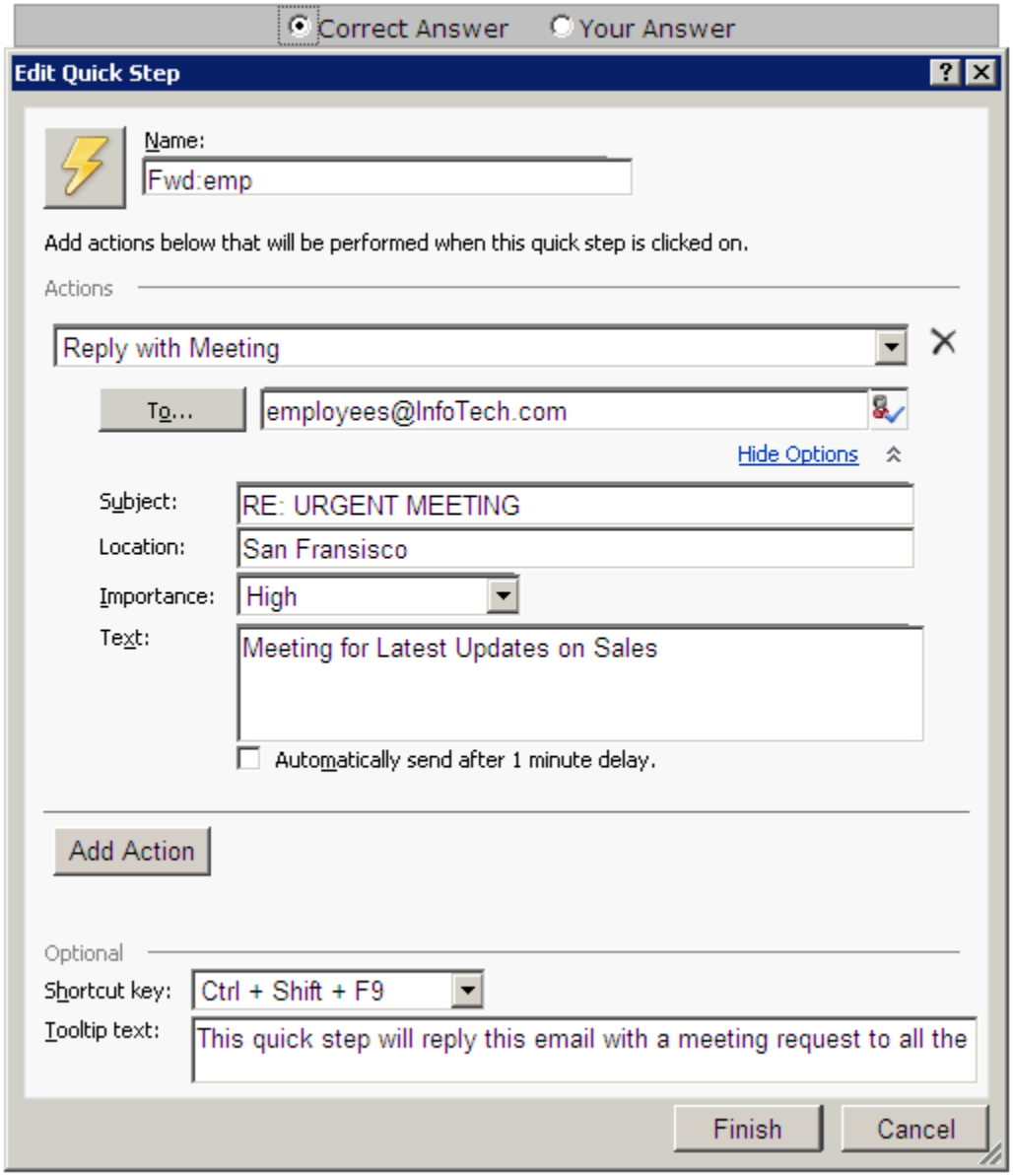
1. A reply via an e-mail to employees@InfoTech.com with a high importance meeting request.
2. Send an e-mail with the **Subject:** URGENT MEETING.
3. Send an e-mail with the **Location:** San Fransisco.
4. Send an e-mail with the **text:** "Meeting with Latest Updates on Sales".
5. Send an e-mail with a small "hover box" containing the following information about the item being hovered over:

"This quick step will reply to this email with a meeting request to all members"

Which actions will he perform in the **Edit Quick Step** dialog box to create the quick step?

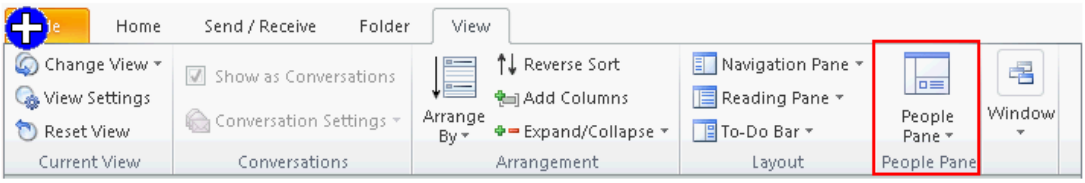


A.



Answer: A

11.You work as a Support Analyst for Soft Well Inc. You are using Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use an IMAP account. Your colleague Mark Smith belongs to a social network site that you also use.
You want to see his status updates, comments, messages, and alerts from the social network sites, all in one location in Outlook 2010. Mark the option in the following image that you will use to see a list of all email items that you share with Mark, such as e-mail messages you have exchanged, attachments, and meetings.



A.

Answer: A

12.Peter works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use a POP3 account. Peter uses his business cards to send the contact information about him. He wants to ensure that the pictures in the business cards take 50% area of the card so that they look clearer, as shown in the following images:

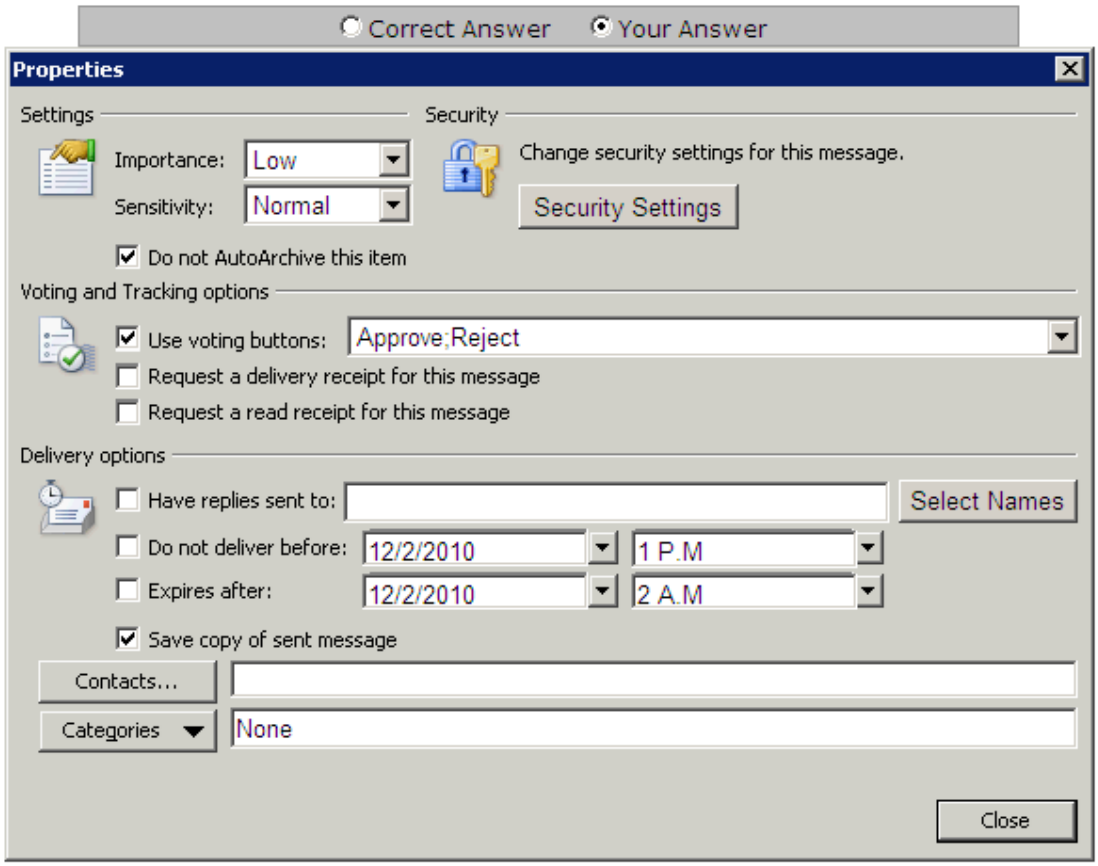
A.

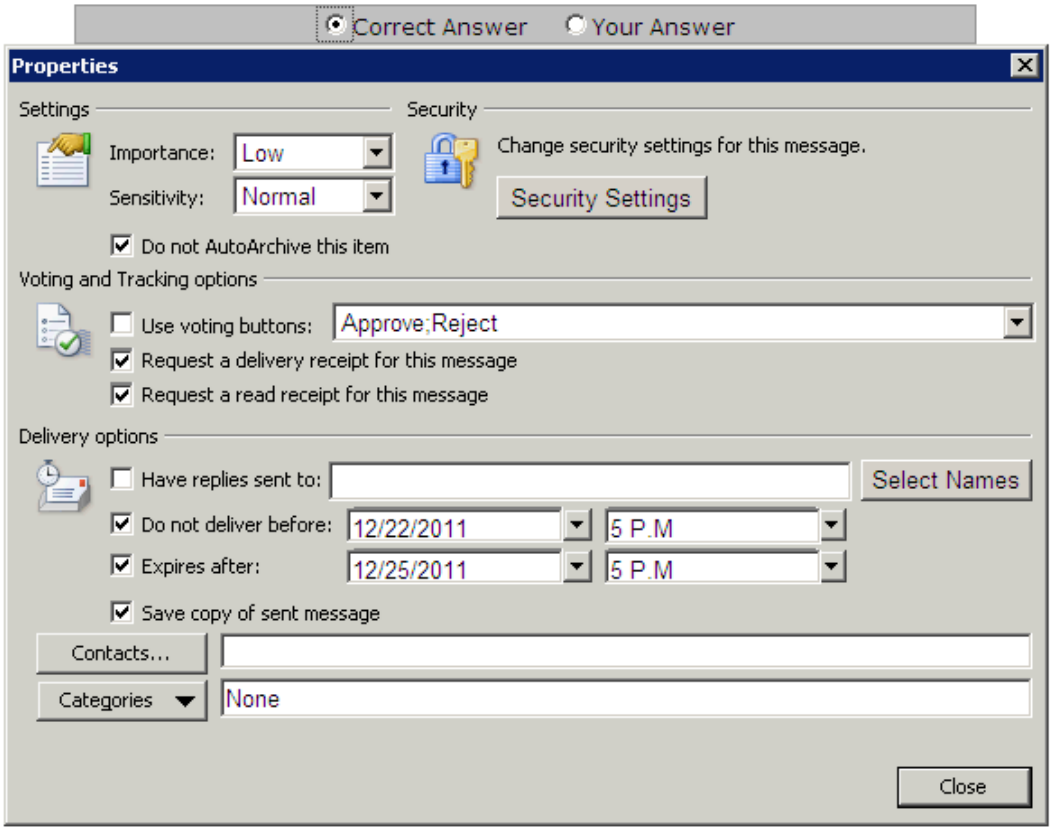
Answer: A

13.You work as a Support Analyst for White Well Inc. You are using Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. You are composing a message that contains security related information of the company. You want to configure Outlook in such a way that it will accomplish the following tasks:

1. It returns a receipt that tells you that a message was opened.
2. It returns a message notification in your Inbox that the e-mail message was delivered to the recipient's mailbox.
3. It returns a message notification in your Inbox that tells whether the recipient has seen it or read it.
4. The message should be delivered by 22nd Dec 2011 at 5 pm.
5. The message should be expired by 25th Dec 2011 at 5 pm.

Perform the appropriate actions in the following Properties dialog box to configure the message delivery options.

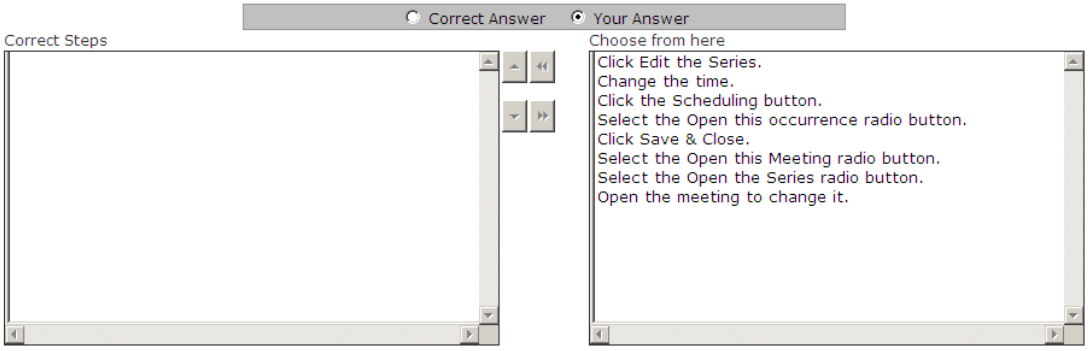

Correct Answer
Your Answer
Properties
Settings
Importance: Low
Sensitivity: Normal
Do not AutoArchive this item
Security
Change security settings for this message.
Security Settings
Voting and Tracking options
Use voting buttons: Approve;Reject
Request a delivery receipt for this message
Request a read receipt for this message
Delivery options
Have replies sent to:
Select Names
Do not deliver before: 12/2/2010 1 P.M
Expires after: 12/2/2010 2 A.M
Save copy of sent message
Contacts...
Categories
None
Close

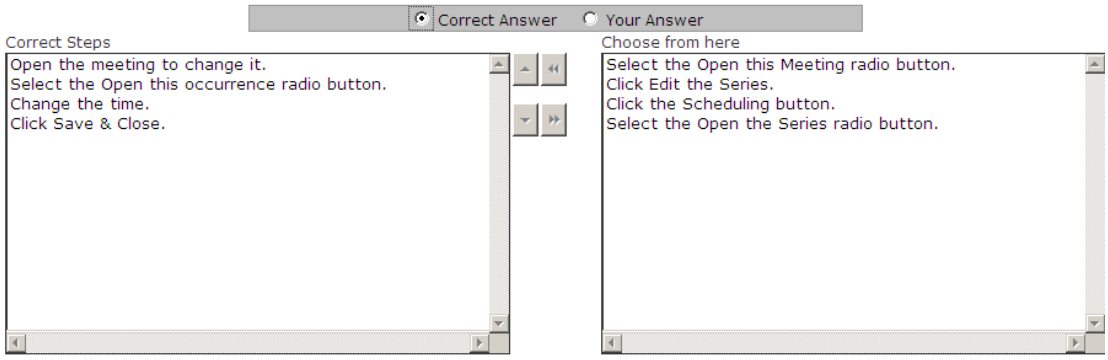

Correct Answer
Your Answer
Properties
Settings
Importance: Low
Sensitivity: Normal
Do not AutoArchive this item
Security
Change security settings for this message.
Security Settings
Voting and Tracking options
Use voting buttons: Approve;Reject
Request a delivery receipt for this message
Request a read receipt for this message
Delivery options
Have replies sent to:
Select Names
Do not deliver before: 12/22/2011 5 P.M
Expires after: 12/25/2011 5 P.M
Save copy of sent message
Contacts...
Categories
None
Close

A.

Answer: A

14.David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for scheduling meetings and e-mailing. MS Outlook has been configured to use a POP3 account. David has scheduled a business meeting that will occur regularly on 10 A.M. from July 30, 2008 to Sept 15, 2008.
Due to some other meetings, David wants to change the time of the business meeting that is going to be held on Aug 27, 2008. He wants to set the meeting time to 3 P.M.
Choose and reorder the required steps to update the meeting occurrence.



A.


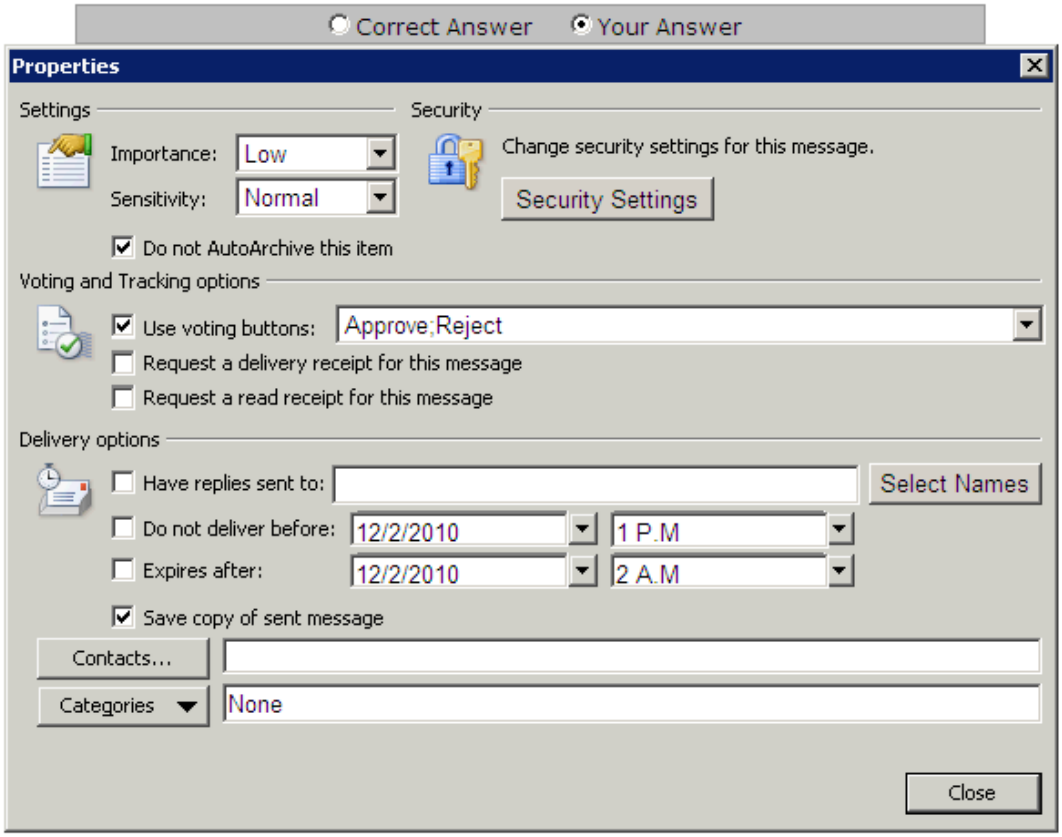
Answer: A

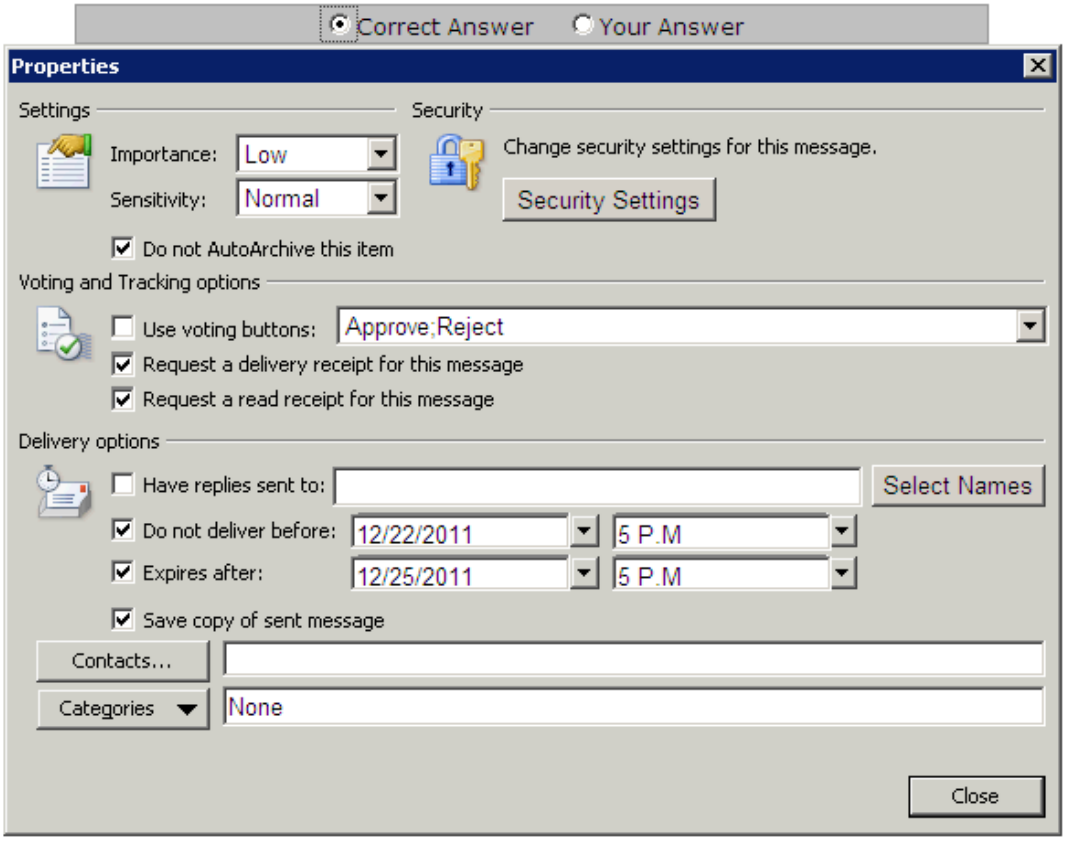
15.Peter works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 business cards to save the contact information of an identity. MS Outlook has been configured to use a POP3 account. Peter opens the contact, and he wants to send his business card to other users in such a way that only the .vcf file of the contact will be available to the recipients. Which of the following actions will he take to accomplish the task?
A. Send the business card in the Internet format.
B. Send the business card in the plain-text format.
C. Send the business card in the Business Card format.
D. Send the business card in the PDF format.
Answer: A

16.You work as a Support Analyst for White Well Inc. You are using Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. You are composing a message that contains security related information of the company. You want to configure Outlook in such a way that it will accomplish the following tasks:
1. It returns a receipt that tells you that a message was opened.

2. It returns a message notification in your Inbox that the e-mail message was delivered to the recipient's mailbox.
3. It returns a message notification in your Inbox that tells whether the recipient has seen it or read it.
4. The message should be delivered by 22nd Dec 2011 at 5 pm.
5. The message should be expired by 25th Dec 2011 at 5 pm.

Perform the appropriate actions in the following Properties dialog box to configure the message delivery options.





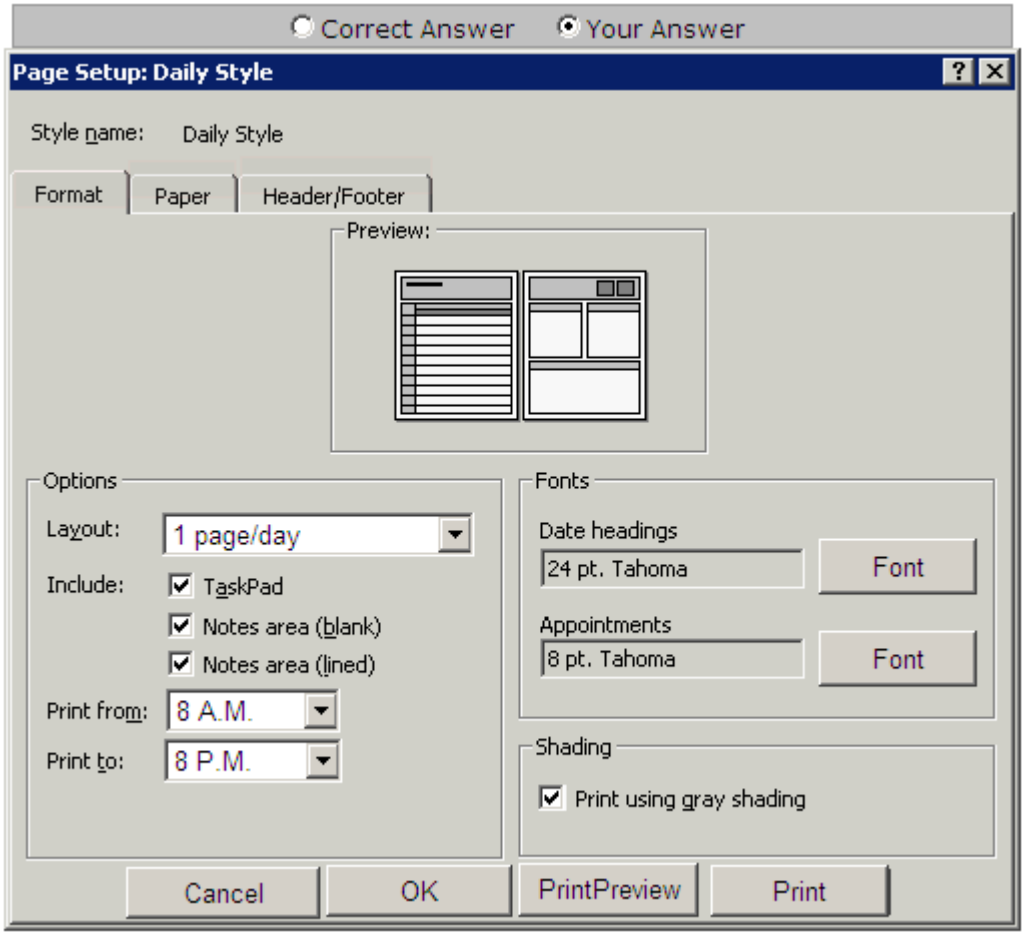
A.

Answer: A

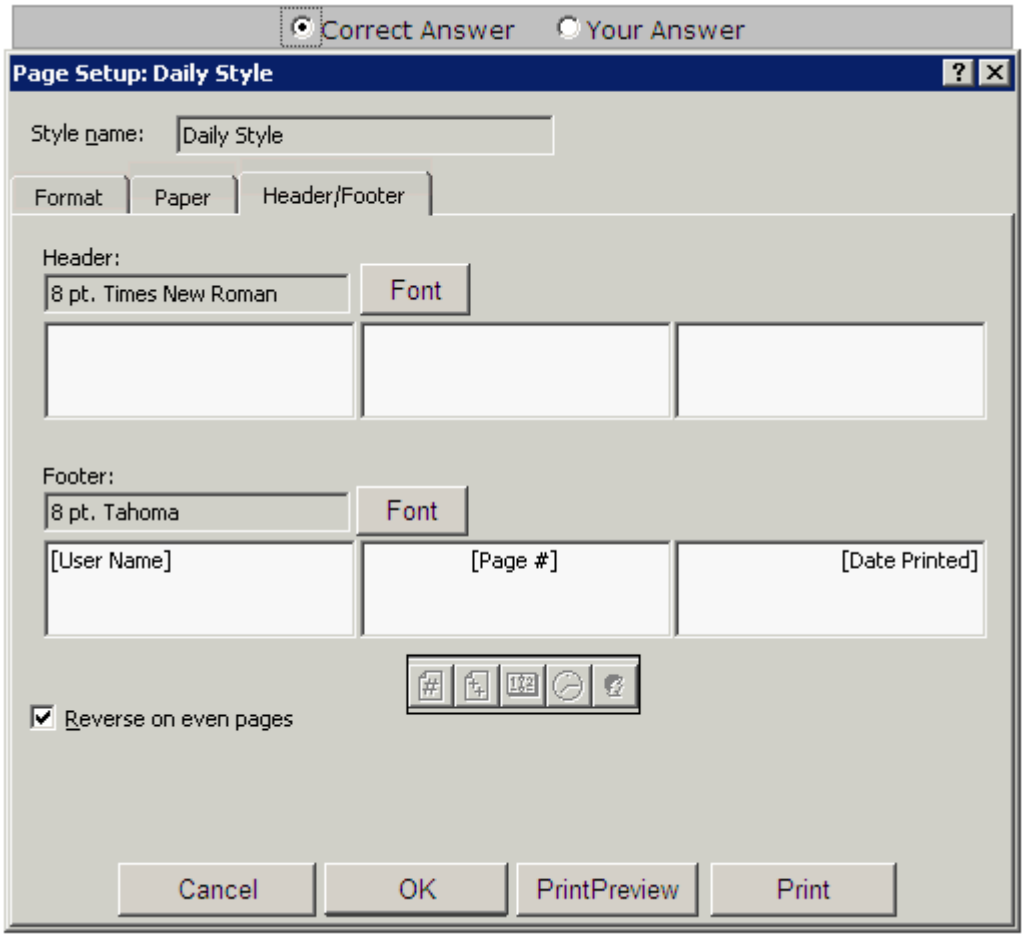
17.David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He wants to print the calendar that comprises the details of a single month. He wants to ensure that the calendar acquires the following properties:

1. In its layout, it prints two pages.
2. It prints the details from 9 A.M. to 5 P.M.
3. The paper source of the paper in the Manual Paper Feed.
4. Orientation landscape.
5. Reverse the position of the right and left section of the header and footer so that the information in the left section on an even page is printed in the right section on an odd page.
6. The size is sheet booklet.

What actions will he take in the Page Setup dialog box to accomplish the task?


Correct Answer
Your Answer
Page Setup: Daily Style
Style name:
Daily Style
Format
Paper
Header/Footer
Preview:
Options
Layout:
1 page/day
Include:
TaskPad
Notes area (blank)
Notes area (lined)
Print from:
8 A.M.
Print to:
8 P.M.
Fonts
Date headings
24 pt. Tahoma
Font
Appointments
8 pt. Tahoma
Font
Shading
Print using gray shading
Cancel
OK
PrintPreview
Print

A.

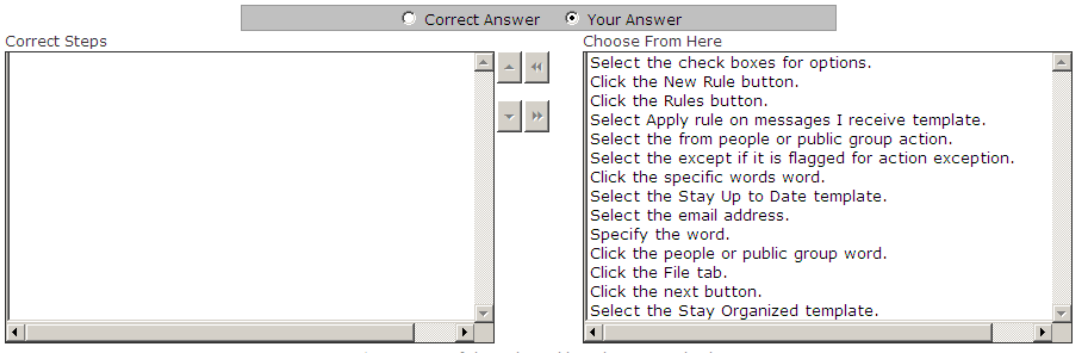


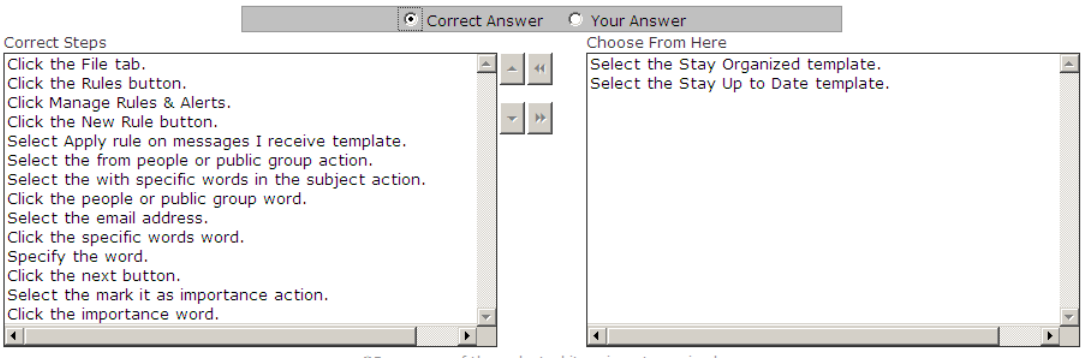
Answer: A

18.Choose and reorder the required steps to create a rule that will apply high importance to all emails that satisfy the following criteriA.

1. Send email from peter@InfoTech.com account.
2. The sent emails must contain the "Meeting" word in the subject field.

NotE. The rule must omit the emails that are flagged as "Do not Forward".

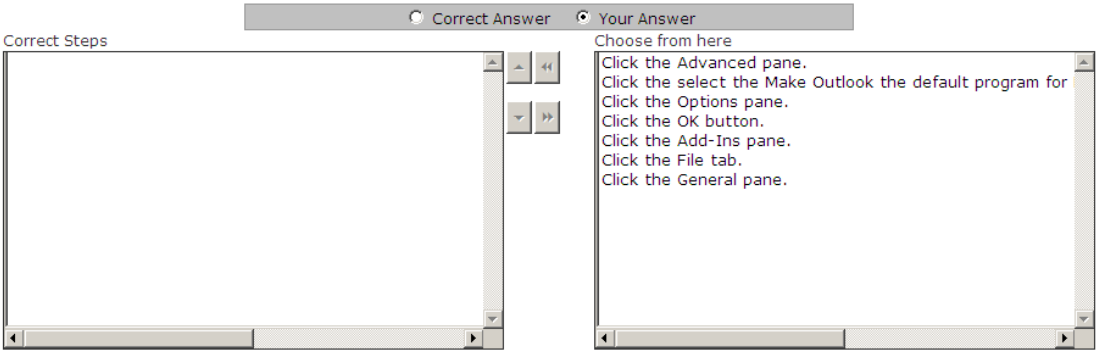


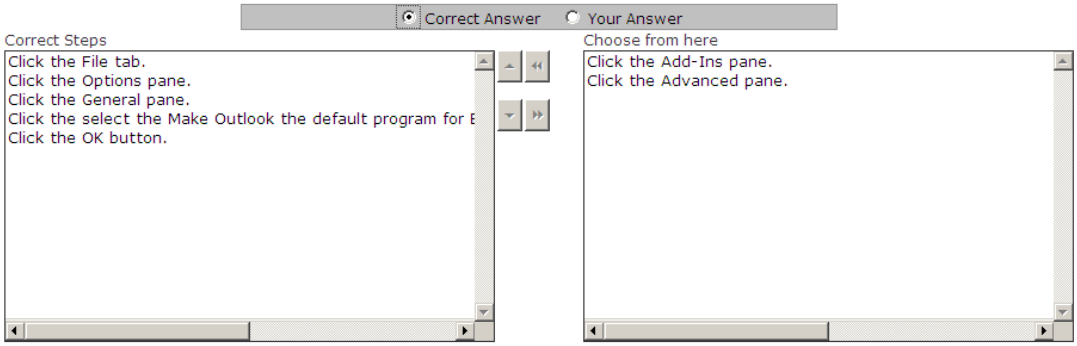


A.

Answer: A

19.Choose and reorder the required steps to set Outlook 2010 as your default program, so that the e-mail applications on your computer can use Outlook 2010.





A.

Answer: A

20.David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010's business card to save contacts information. MS Outlook has been configured to use an Exchange account. He includes two business cards in an e-mail message to send the contact information about the suppliers to Mr. Thompson and Mr. Jackson.

By using the business cards, David will visually communicate the corporate and personal identity of the suppliers. He sends the e-mail message. However, the recipient of the e-mails receives the cards that are only images and are non-clickable. They also receive an attached .vcf file that contains the information about the contact. Which of the following is a cause of the issue?

A. Recipients are using HTML text format to view the e-mail.

B. Business Cards are added as an e-mail signature

C. Recipients are using Outlook 2010.

D. Recipients are using plain text format to view the e-mail.

Answer: A