



77-884^{Q&As}

Outlook 2010

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QUESTION 1

You work as an IT Administrator at ABC.com. You have been asked to implement a new email system. The company plans to deploy Microsoft Office 2010 to the company client computers.

One of the requirements of the email system is that it must support automatic replies.

Which of the following types of email server should you implement?

- A. A Web based email system that uses HTTPS.
- B. A Microsoft Exchange Server system.
- C. A POP3 based email system.
- D. An IMAP based email system.

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.

Jane works as a Sales Administrator. Her Inbox contains many folders. Jane has configured Categories in Outlook to help organize her email. One category is named Initial Orders. Emails in the Initial Orders category are spread amongst multiple folders.

Jane creates a folder in her Inbox named Initial Orders. She wants to search for all emails in the Initial Orders category so she can place them on the new folder.

Which two of the following methods could Jane use to find the required emails? (Choose two).

- A. She could use the Instant Search function.
- B. She could create a Search Folder.
- C. She could use the Find function.
- D. She could use the Advanced Find function.
- E. She could use the Arrange By function.

Correct Answer: BD

QUESTION 3

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. When an email is sent or received using Outlook 2010, which of the following Outlook functions will always be



performed on the email?

- A. Rules will be processed.
- B. Tasks will be processed.
- C. Categories will be processed.
- D. Flags will be processed.

Correct Answer: A

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 are starting a new project. You will be working with a previous supplier for the new contact. You have a contact in your contacts list for the supplier. The supplier informs you that some of his contact information has changed.

You need to update your contact with the new information. Which page in Outlook will enable you to update all the information for a contact?

- A. The Edit Contact page.
- B. The New Contact page.
- C. The Contact Details page.
- D. The All Fields page.

Correct Answer: D

QUESTION 5

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. In the default Outlook 2010 view, which of the following elements contain a list of tasks, a calendar and any upcoming calendar appointments?

- A. The People Pane.
- B. The Navigation Pane.
- C. The Calendar View.
- D. The To-Do Bar.

Correct Answer: D



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