



77-884^{Q&As}

Outlook 2010

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QUESTION 1

Sally works as the Sales Assistant at ABC.com. The company email system runs Microsoft Exchange Server 2010. Sally uses Microsoft Outlook 2010 configured with an Exchange account.

Sally wants to create a new email. She opens a new email and now wants to open the address book to select an email address to send the email to.

Which of the following keyboard shortcuts could Sally use to open the address book?

- A. CTRL + O
- B. CTRL + SHIFT + O
- C. CTRL + B
- D. CTRL + SHIFT + B

Correct Answer: D

QUESTION 2

Sally works as the Sales Assistant at ABC.com. The company email system runs Microsoft Exchange Server 2010. Sally uses Microsoft Outlook 2010 configured with an Exchange account.

Sally wants to create a meeting request to request a meeting with the Sales Manager.

Which of the following keyboard shortcuts could Sally use to reply to the meeting request?

- A. CTRL + N
- B. CTRL + F
- C. CTRL + R
- D. CTRL + SHIFT + Q

Correct Answer: D

QUESTION 3

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 users must be able to send Out of Office messages to other company users and in response to external emails.

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

Which of the following is described as "an activity that you schedule in your calendar"?

- A. A Meeting.
- B. An Appointment.
- C. An All Day Event.
- D. A Task.
- E. A To-Do

Correct Answer: B

QUESTION 5

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 wants to send the email to a large number of recipients by selecting a single name.

How can Mia send the email to a large number of recipients by entering a single name in the TO field of the email?

- A. By using a Global Security Group.
- B. By using a Distribution List.
- C. By using a Contacts Folder.
- D. By using Shared Contacts.

Correct Answer: B



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