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Outlook 2010

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QUESTION 1

You work as a Systems Administrator at ABC.com. 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.

You want to ensure that every user in the company has their Outlook configured to AutoArchive their emails.

You discover that some users are modifying their AutoArchive settings.

How can you disable the users\\' ability to modify their AutoArchive settings?

A. By logging in to each computer with an Administrator account and configuring the AutoArchive settings.

B. By modifying the folder permissions on each user\\'s Inbox.

C. By configuring a retention policy on the Exchange server.

D. By configuring the Default Data File option on each user\\'s computer.

Correct Answer: C

QUESTION 2

You work in the Sales department at ABC.com. Employees at ABC.com use computers running Windows 7 Enterprise and Microsoft Office 2010. The employees use Microsoft Outlook 2010 to connect to the POP3 based company email

server.

You are composing an email to send to the Sales Manager before a Sales meeting. You attach a Microsoft Excel spreadsheet containing some sales figures and a Microsoft PowerPoint presentation containing a sales plan for the next

quarter. You discover that the two files appear as icons in the body of the email as opposed to appearing in an "Attached" field below the Subject Line.

You want the two files to appear in the "Attached" field below the Subject Line of the email. How should you change the email?

A. You should change the format of the email to Rich Text.

B. You should change the format of the email to HTML.

C. You should use the Insert > Object option to attach the two files.

D. You should use the Attach File option on the Message tab to attach the two files.

Correct Answer: B

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.

You need to decide what type of email system to implement and what type of email accounts the company users will use.

One of the requirements of the email system is that is must support a Global Address List.

Which of the following types of email server and Outlook account types should you implement?

A. A Web based email system that uses HTTPS.

B. A POP3 based email system.

C. An IMAP based email system.

D. A Microsoft Exchange Server system.

Correct Answer: D

QUESTION 4

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 5

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 is currently in the Calendar view.

Which of the following keyboard shortcuts could Sally use to create a new email?

A. CTRL + N

B. CTRL + SHIFT + M

C. CTRL + SHIFT + N

D. CTRL + SHIFT + B

Correct Answer: B

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