77-884^{Q&As}

Outlook 2010

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QUESTION 1

You work as a Sales 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 compose an email that you plan to send to ten different customers. You need to ensure that each customer is unable to see the names of the other email recipients. How can you hide the email recipient\\'s names?

A. By marking the email as private.

B. By entering the recipients names in the BCC (Blind Carbon Copy) field.

C. By using the Delay Delivery function.

D. By adding a signature to the email.

Correct Answer: B

QUESTION 2

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 recruit a new member named Trevor to your team for a new project. You want to create a new Outlook contact for Trevor. You want to use the New Contact from Same Company option in the New Items menu to create the contact so that the contact company information is automatically filled in.

What do you need to do before you can use the New Contact from Same Company option?

A. You need to select an existing contact.

B. You need to modify the Outlook options to enable the New Contact from Same Company option.

C. You need to create a New Contact Group.

D. You need to select the Business Card view for the current contacts list.

Correct Answer: A

QUESTION 3

Employees at ABC.com use computers running Microsoft Office 2010. The company email system runs Microsoft Exchange Server 2010. All company employees use Microsoft Outlook 2010 for their email clients.

John is the Sales Manager. He often needs to search his emails for customer information and sales history.

To reduce the time it takes to search through his emails, John wants to use the Outlook 2010 Instant Search function. However, the Instant Search function is not available.

What should John do to enable the Instant Search function?

A. He should install Microsoft Office 2010 Service Pack 1.

B. He should download and install Windows Search.

C. He should enable Windows Updates.

D. He should configure IMAP access.

Correct Answer: B

QUESTION 4

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

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 Project Coordinator named Myles wants to share his calendar with company managers. How should Myles share his calendar?

A. He should create a Calendar Group.

B. He should use the Email Calendar option in the Home tab of the ribbon.

C. He should use the Share Calendar option in the Home tab of the ribbon.

D. He should use the Copy Calendar option in the Folder tab of the ribbon.

Correct Answer: B

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