



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 appointment. She is currently in the Calendar view. Which two of the following keyboard shortcuts could Sally use to create an appointment? (Choose two).

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

Correct Answer: AB

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 new appointment. She is currently in the Outlook Inbox view.

Which of the following keyboard shortcuts could Sally use to create an appointment?

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

Correct Answer: B

QUESTION 3

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.

The Sales Manager has shared his calendar. Sally selects the Open Calendar option on the Home tab in the Calendar view to open the Sales Manager's shared calendar.

How will Sally open the Sales Manager's calendar in future?

- A. She will need to use the Open Calendar option in the Calendar view again.
- B. She will find a link to the calendar in the Navigation Pane.
- C. She will find a link to the calendar under Internet Calendars in her email account properties.



D. She will need to use the Open Calendar option under the File tab.

Correct Answer: B

QUESTION 4

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 5

You work as a Developer 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 attach a file to a new email message and send it to another employee. However, when you send the email, you are presented with a warning stating that the email has a potentially unsafe attachment that the recipient might not be able to

open and enquiring whether you want to send the email anyway.

You click the Yes button and the email is sent successfully. The recipient informs you that he cannot open the attached file. What is the most likely reason that the recipient cannot open the attachment?

- A. You entered the recipients email address incorrectly.
- B. The file was blocked because it is an executable (.exe) file.
- C. The recipient is using an older version of Microsoft Outlook.
- D. You sent the email using the HTML format.

Correct Answer: B



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