

DUMPS ARENA

Outlook 2010

Microsoft 77-884

Version Demo

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Topic Break Down

Topic	No. of Questions
Topic 1, Volume A	49
Topic 2, Volume B	51
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QUESTION NO: 1

ABC.com employees run Microsoft Office 2010 on their client computers. The company email system runs Microsoft Exchange Server 2010.

All users in the company have Microsoft Outlook 2010 configured to view emails in HTML format.

A user named Mia has her Outlook contacts displayed as business cards. She uses the

“Forward > As a business card” option to send a business card to her manager.

Which two of the following statements are true?

- A. The manager will receive an email with the business card as an attachment.
- B. The manager will receive an email with a .vcf file as an attachment.
- C. The manager will receive an email containing a clickable image of the business card.
- D. The manager will receive an email containing a non-clickable image of the business card.

ANSWER: B D**QUESTION NO: 2**

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.

Jane works in the Accounts department. She is using Outlook and wants to compose an email to send to a supplier.

Jane switches to the Contacts view in Outlook. Jane plans to use the alphabetical list to find the email address of her contact at a supplier named Stanford Supplies. However, there is no alphabetical list displayed that Jane can click on to filter the contacts and narrow down her search.

How can Jane display the alphabetical list? (Choose two possible answers).

- A. By switching to the Business Card view.
- B. By switching to the Card view.
- C. By switching to the Phone view.
- D. By applying a filter.
- E. By using Contact Groups.

ANSWER: A B**QUESTION NO: 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. John creates a task to create a sales forecast for the next quarter. John plans to assign the task to Mia. However, Mia is away from the office until next week. John wants someone to start working on the sales forecast and therefore decides that Jane should own the task until Mia returns.

How can John give temporary ownership of the task to Jane?

- A. By selecting the Date and Time option.
- B. By selecting the Assign Task option.
- C. By selecting the Categorize option.
- D. By selecting the Follow Up option.

ANSWER: B**QUESTION NO: 4**

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.

If you chose to implement IMAP Outlook accounts, which two of the following functions will be unavailable to users? (Choose two).

- A. Contacts.
- B. Contact Groups.
- C. Categories.
- D. Automatic Replies.
- E. Voting Buttons.

ANSWER: D E

QUESTION NO: 5

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.

ANSWER: C**QUESTION NO: 6**

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 receive multiple marketing emails from john@xyzgoods.com. You configure Outlook to place automatically place emails from john@xyzgoods.com into the Junk Email folder.

You then receive multiple emails from john2@xyzgoods.com.

You now want to configure Outlook to automatically move all emails from xyzgoods.com to the Junk Email folder.

You open the Junk Email Options dialog box.

What should you do next?

- A.** You should configure the Junk Email Protection setting to High.
- B.** You should add xyzgoods.com to the Blocked Senders list.
- C.** You should add john2@xyzgoods.com to the Blocked Senders list.
- D.** You should remove xyzgoods.com from the Safe Senders list.

ANSWER: B**QUESTION NO: 7**

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

ANSWER: A B**QUESTION NO: 8**

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.

Jane is composing an email. Jane wants to create a large capital letter at the start of a paragraph in the email. The first letter of the paragraph should be as large as three lines of the paragraph text.

How can Jane achieve the desired result?

- A. By using a WordArt letter at the start of the paragraph.
- B. By selecting the first letter of the paragraph and selecting the Grow Font option on the Format Text tab.
- C. By selecting the Drop Cap option on the Insert tab.
- D. By using the Text Box option on the Insert tab.

ANSWER: C**QUESTION NO: 9**

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.

ANSWER: B D

QUESTION NO: 10

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 want to send an email to some ABC.com users. The email will be addressed to Gary the Finance Manager. The email will be copied to Jane in the Accounts department. The email also needs to be copied to James the company CEO, however, Gary and Jane should not be able to see that the email was also copied to James.

How should you address the email?

- A. You should enter Gary and Jane in the TO field and James in the CC field.
- B. You should enter Gary and Jane in the CC field and James in the BCC field.
- C. You should enter Gary in the TO field and enter Jane and James in the CC field.
- D. You should enter Gary in the TO field, Jane in the CC field and James in the BCC field.

ANSWER: D