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**Prüfungsnummer :** 77-884

**Prüfungsname :** Microsoft Office Outlook  
2010 Practice Test

**Version :** Demo

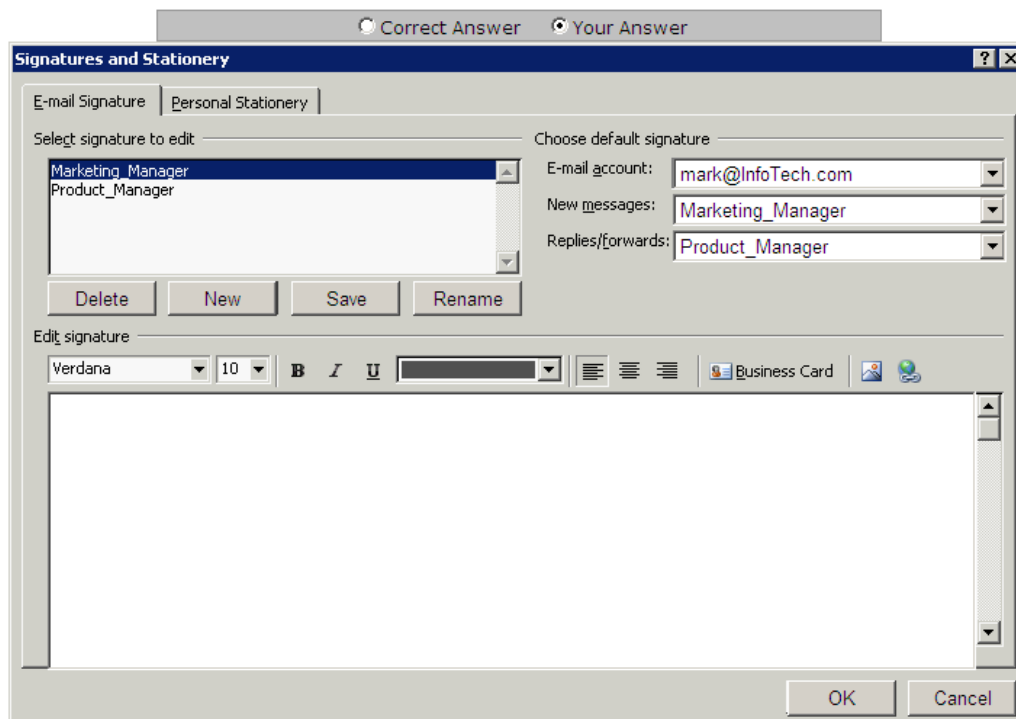
1. You use Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You compose an e-mail. The e-mail comprises some confidential information. You want to ensure that the recipients of the e-mail see the **"Please treat this as Confidential"** message in the Information Bar of the e-mail. Which of the following actions will you take to accomplish the task?

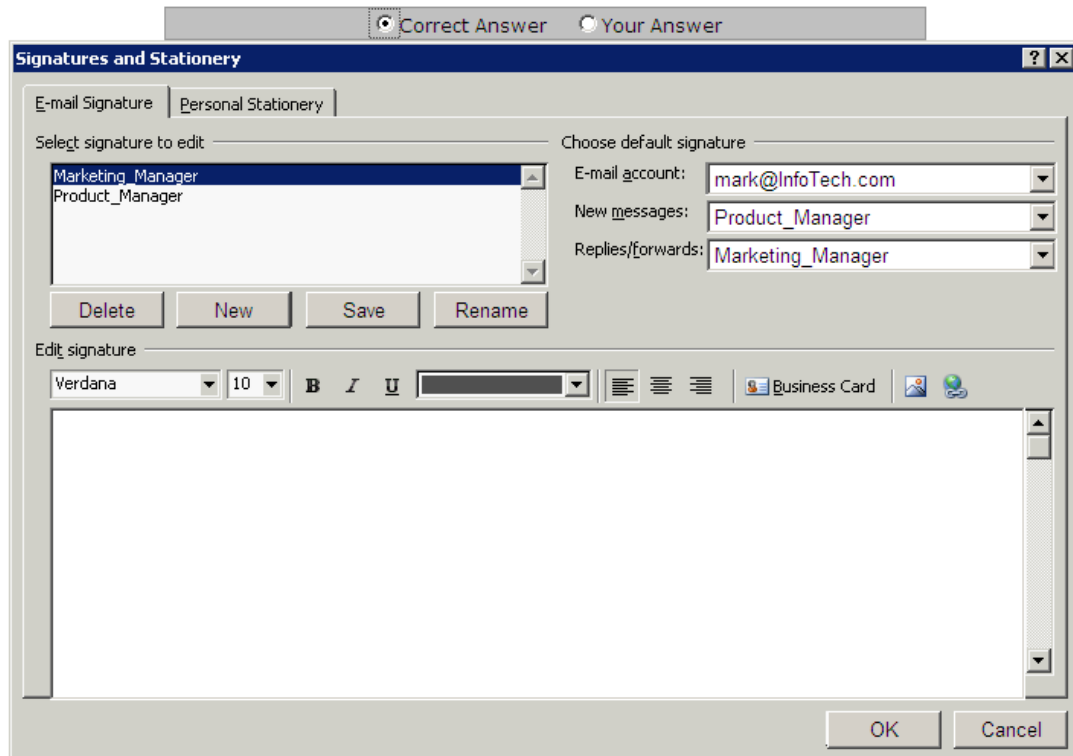
- A. Change the importance level.
- B. Assign a Flag.
- C. Use RSS Feeds.
- D. Change the sensitivity level.

**Answer: D**

2. Mark works as a Marketing Manager for InfoTech Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use the mark@radiant.com account. In Microsoft Outlook 2010, a signature will automatically be added to the e-mails. However, Mark wants Outlook to perform the following actions automatically: .?

- 1. Use the mark@InfoTech.com account.
  - 2. Add a signature named Marketing\_Manager to any message that Mark replies to or forwards.
  - 3. Add a signature named Product\_Manager to any new email message.
- Perform the appropriate actions in the following Signatures and Stationery dialog box to accomplish the task.





A.

**Answer: A**

3. Configure the following calendar settings in the Outlook Options dialog box.
  1. The work week of the calendar will be Monday to Friday, and the working hours of the calendar will be 10 A.M. to 5 P.M.
  2. First day of the week will be Wednesday.
  3. On the server, it will share the calendar information of 5 months.
  4. The server will update the availability information in every 20 minutes.
  5. First week of the year must be the first full week.
  6. The default reminder will be of 30 minutes.
  7. The users are allowed to suggest new meeting time.
  8. The response type while proposing a meeting must be Accept.
  9. The Arabic calendar is used as an alternative calendar in the Gregorian language.
  10. It will include holidays of the United Kingdom.

Correct Answer    Your Answer

**Outlook Options**

General  
Mail  
**Calendar**  
Contacts  
Tasks  
Notes and Journal  
Search  
Mobile  
Language  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-Ins  
Trust Center

Change the settings for calendars, meetings, and time zones.

**Work time**

Work hours:  
Start time: 12:00 AM  
End time: 1:30 AM  
Work week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat  
First day of week: Saturday  
First week of year: Full day week

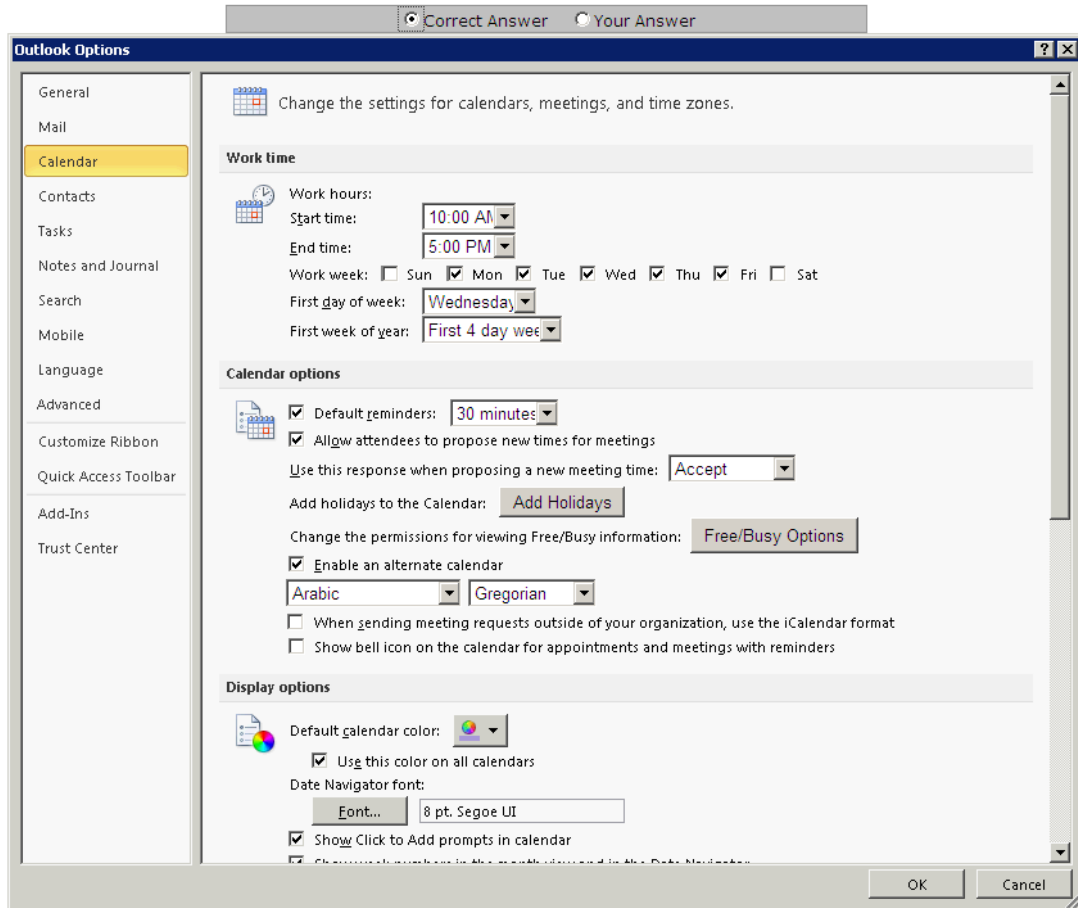
**Calendar options**

Default reminders: 2 days  
 Allow attendees to propose new times for meetings  
Use this response when proposing a new meeting time: Decline  
Add holidays to the Calendar: Add Holidays  
Change the permissions for viewing Free/Busy information: Free/Busy Options  
 Enable an alternate calendar  
Korean    Um-al-Qura  
 When sending meeting requests outside of your organization, use the iCalendar format  
 Show bell icon on the calendar for appointments and meetings with reminders

**Display options**

Default calendar color: [Color Picker]  
 Use this color on all calendars  
Date Navigator font: 8 pt. Segoe UI  
 Show Click to Add prompts in calendar  
 Show month numbers in the month names in the Date Navigator

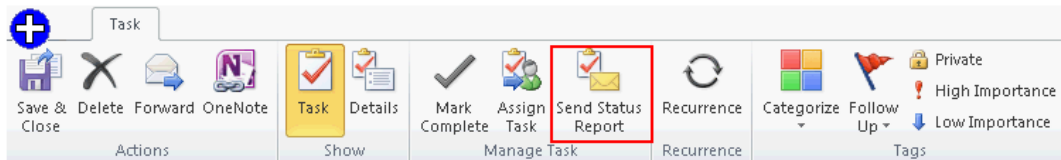
OK    Cancel



A.

**Answer: A**

4. Kevin works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He creates a task request and sends it to multiple recipients. He wants to send an informative e-mail that gives information about the start date, due date, subject, priority, actual work, status, etc about the task request. He has to click an option in the task window. Mark the option that he will use to accomplish the task.



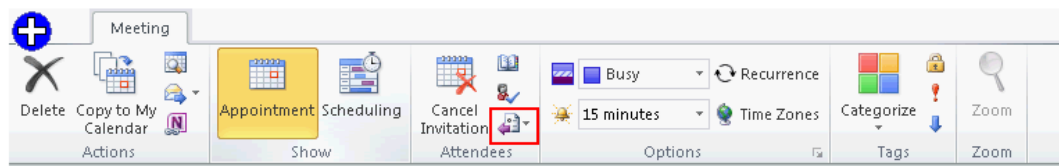
A.

**Answer: A**

5. You work as a System Analyst for InfoTech Inc. You create a meeting request to invite several attendees for a meeting. Now you want to ensure that you do not receive any response from attendees indicating whether they plan to attend the meeting or not. For

this, you have to click an option on the Meeting tab. Mark the button on the Meeting tab to set the meeting response options.

A.



**Answer: A**