

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
Total	100

QUESTION NO: 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 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: 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.

A user named Myles want to be able to use Outlook to subscribe to his favorite websites and automatically download the latest postings from those websites.

Which Outlook function should Myles use?

- A. He should use Tasks.
- B. He should use Contacts.
- C. He should use Blind Carbon Copy (BCC).
- D. He should use an RSS Feeds.

ANSWER: D

QUESTION NO: 3

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.

Sam is a member of your project team. Sam is a Solutions Architect. You want to assign Sam the job of designing a solution for a customer. You want to track Sam's progress as he works on the design.

Which function of Outlook should you use?

- A. You should create an Appointment.
- B. You should create a Meeting.
- C. You should create a To-Do.
- D. You should create a Task.

ANSWER: D**QUESTION NO: 4**

Steph works in the Human Resources 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 Microsoft Exchange 2010 company email server.

Steph is composing an email that contains confidential information. Steph wants to configure the email to request information about who opened the email and at what time and a confirmation that the email was received by the intended recipient in an unaltered state.

Which two of the following actions should Steph perform? (Choose two).

- A. She should select the Request a Read Receipt check box in the email options tab.
- B. She should select the Request a Delivery Receipt check box in the email options tab.
- C. She should select the Encrypt message contents and attachments check box in the Security settings of the email.
- D. She should select the Add digital signature to this message check box in the Security settings of the email.
- E. She should select the Request S/MIME receipt for this message check box in the Security settings of the email.

ANSWER: D E**QUESTION NO: 5**

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.

A junior office administrator named Chloe is using Microsoft Outlook.

Chloe clicks on an email in her Inbox and reads the email in the preview pane. She wants to reply to the email. Chloe double clicks the email and the email opens in a new window.

However, Chloe is unable to type her reply into the window.

What should Chloe do?

- A. She should restart Outlook.
- B. She should click the Move button on the Message tab.
- C. She should click the Reply button on the Message tab.
- D. She should click the Forward button on the Message tab.

ANSWER: C

QUESTION NO: 6

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: 7

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: 8

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: 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 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 are about to start a new project. You need to assign tasks for the planning stage, the design stage and the implementation stage of the project. You create the appropriate tasks in Outlook.

You currently have your task list displayed using the "Detailed" view. You arrange the view of your task list using the "By Person Responsible" view.

You discover that some of the tasks no longer appear in the list. You can only view the planning stage tasks.

Why do some of the tasks no longer appear in the task list?

- A. Some tasks do not support the "By Person Responsible" view.
- B. You have applied a filter to the view.
- C. Some tasks are past their due date.
- D. All the tasks are assigned.

ANSWER: B