



**Vendor:** Microsoft

**Exam Code:** 77-884

**Exam Name:** MOS: Microsoft Office Outlook 2010

**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?

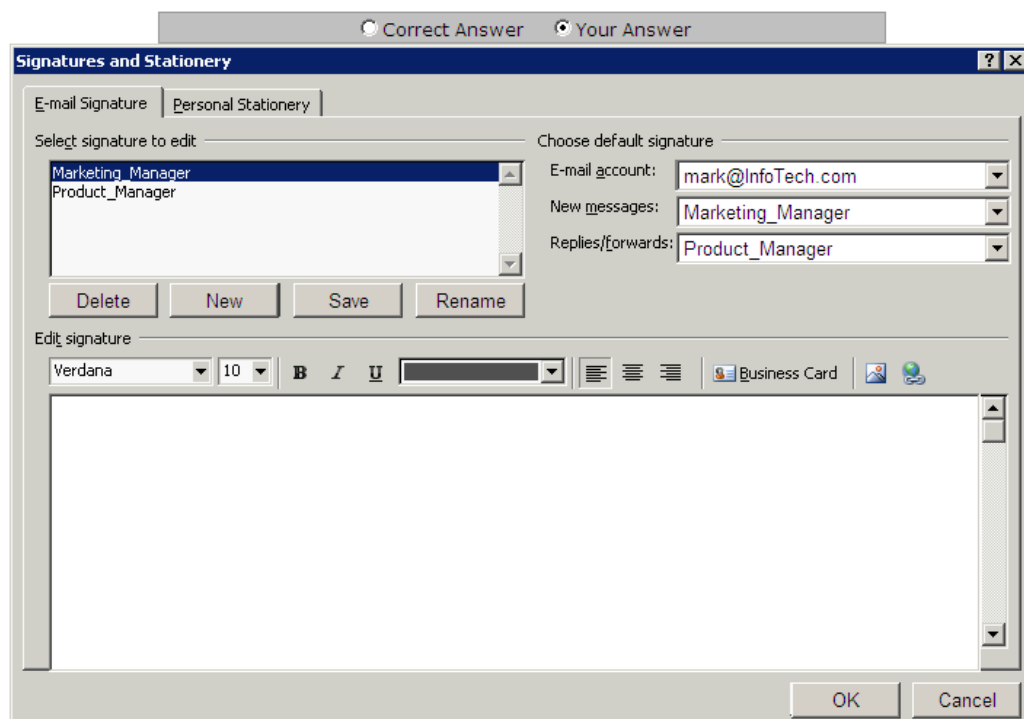
- A. Change the importance level.
- B. Assign a Flag.
- C. Use RSS Feeds.
- D. Change the sensitivity level.

**Answer: D**

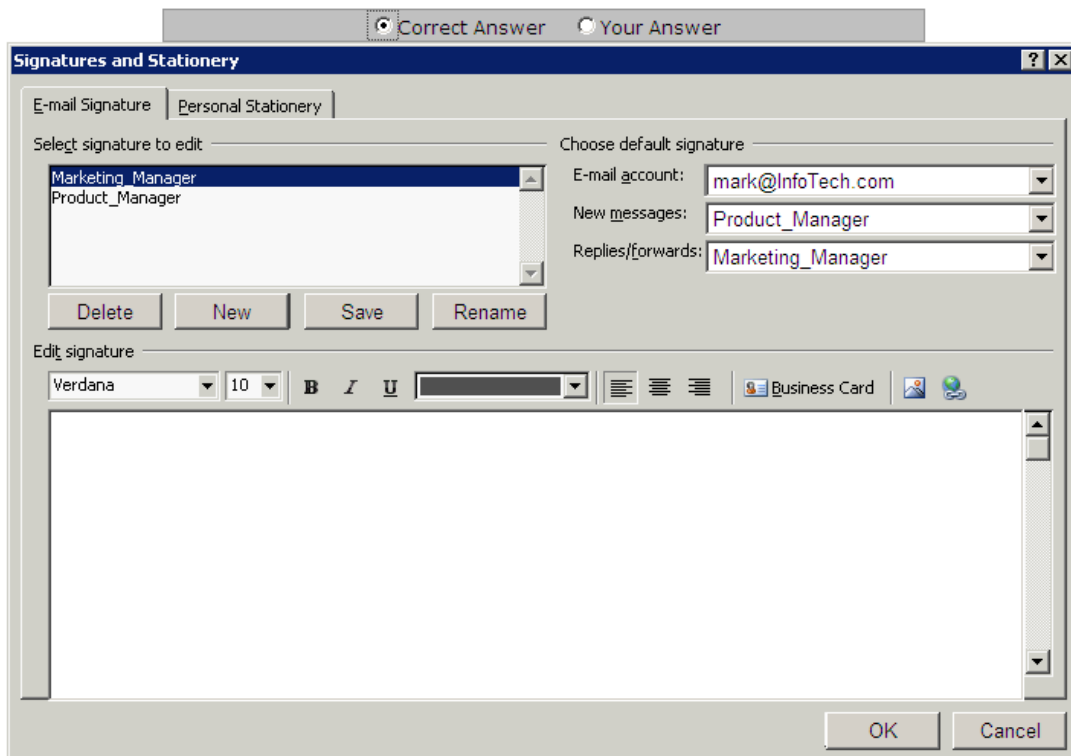
2. Mark works as a Marketing Manager for InfoTech Inc. He uses Microsoft Outlook 2010 for messaging and emailing. MS Outlook has been configured to use the mark@radiant.com account. In Microsoft Outlook 2010, a signature will automatically be added to the e-mails. However, Mark wants Outlook to perform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

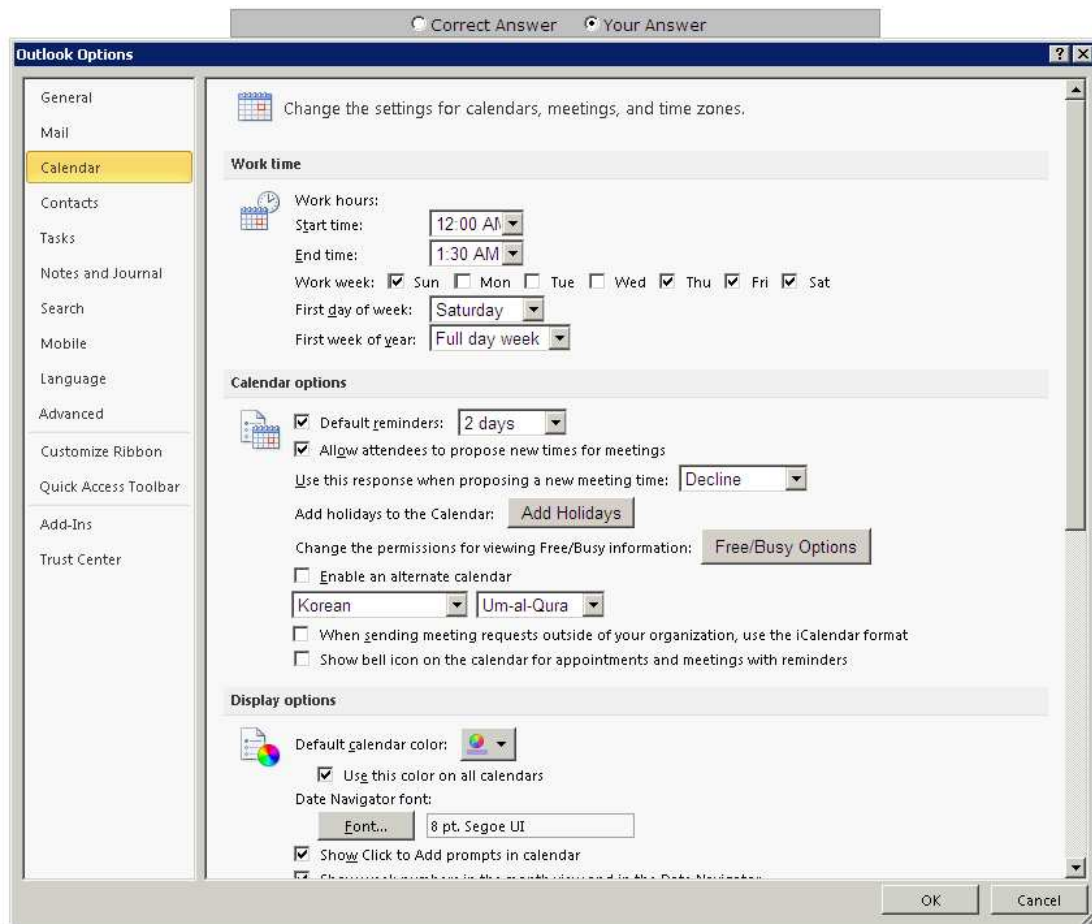


**Answer: A**

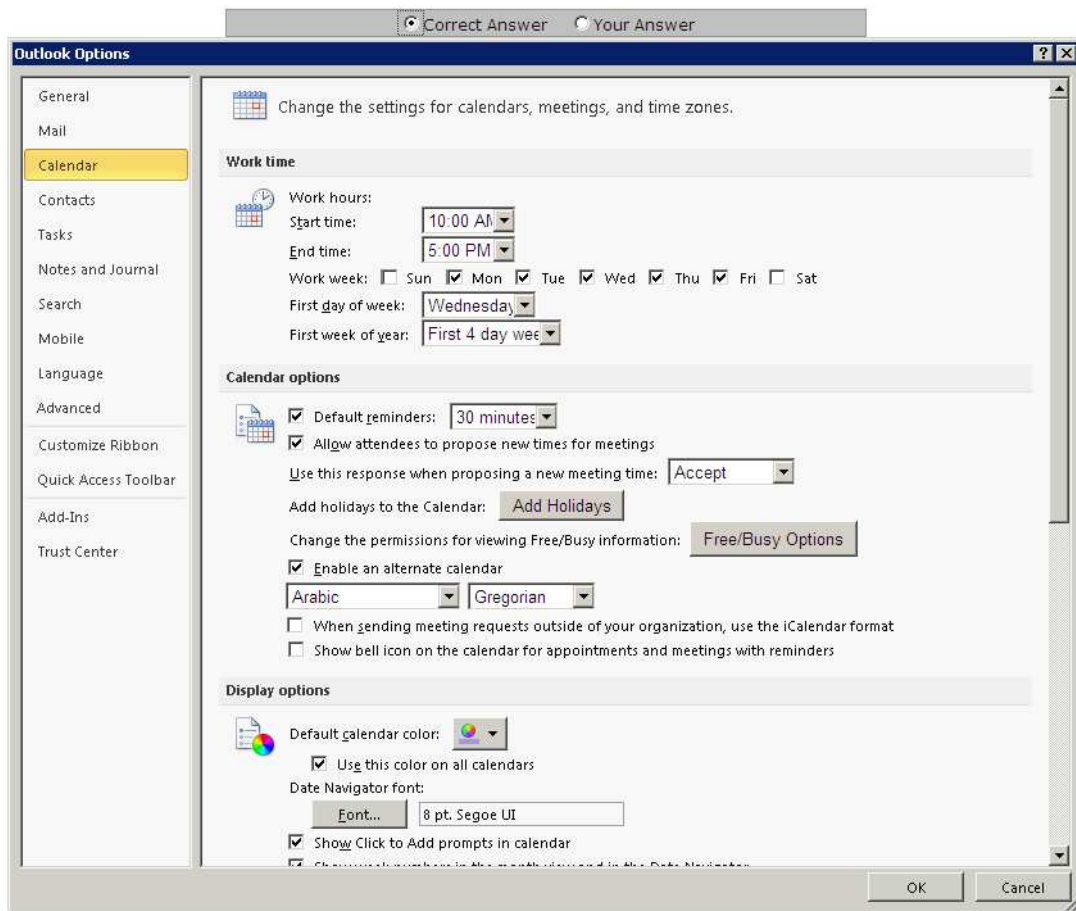
3. Configure the following calendar settings in the Outlook Options dialog box.

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.



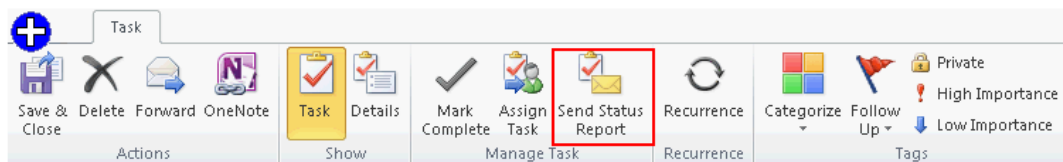
A.



**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.

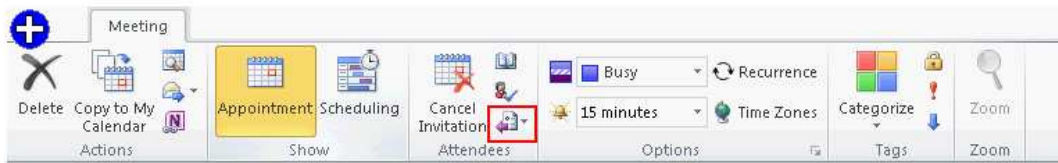


**Answer: A**

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.

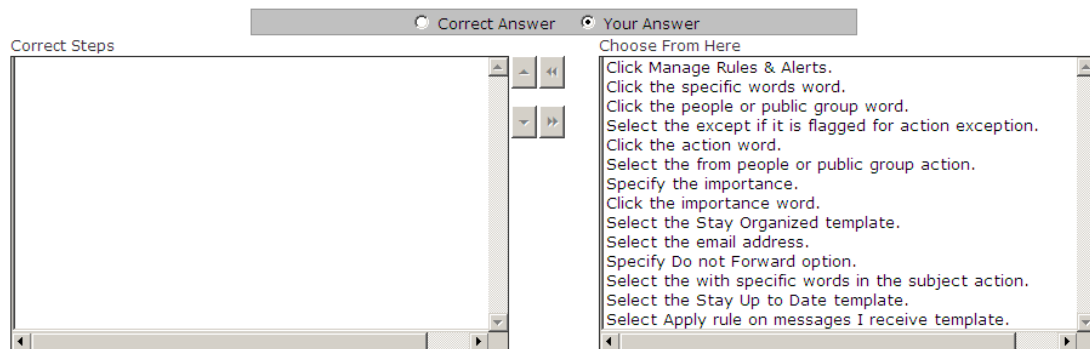


**Answer: A**

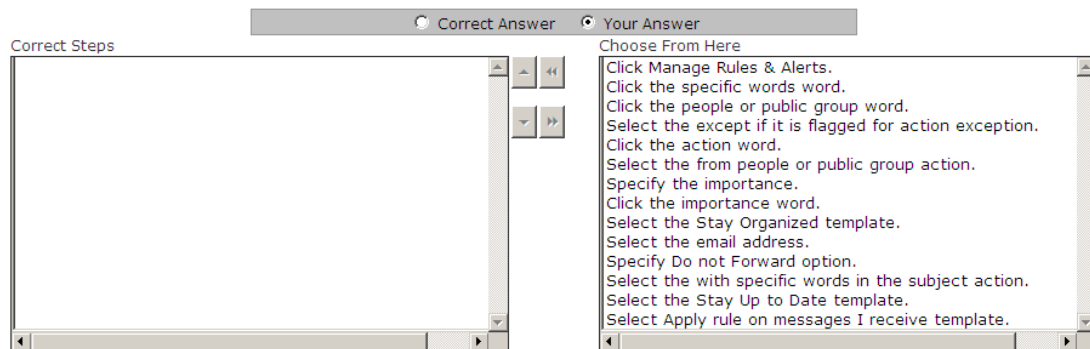
6. Choose and reorder the required steps to create a rule that will apply high importance to all emails that satisfy the following criteria.

1. Send email from peter@InfoTech.com account.
2. The sent emails must contain the "Meeting" word in the subject field.

**NotE.** The rule must omit the emails that are flagged as "Do not Forward".



A.



**Answer: A**

7. Choose and reorder the steps required to **create a calendar group named 'Employee'** that includes Employees contact group, and contacts named Henry Stuart, Mike Wilson,

and Patricia.

Correct Answer    Your Answer

Correct Steps

Choose from here

Click the OK button.  
The Create New Calendar Group dialog box appears.  
Select member names in the Select Name: Contacts dialog  
Type names for the new calendar group.  
Click the New button.  
Click the Calendar view.  
Select the Create New Calendar Group option.  
Click the OK button.  
Click the Calendar Groups button in the Home tab.  
Click the New Items button.  
Click the Open Calendar button.

A.

Correct Answer    Your Answer

Correct Steps

Choose from here

Click the Calendar view.  
Click the Calendar Groups button in the Home tab.  
Select the Create New Calendar Group option.  
The Create New Calendar Group dialog box appears.  
Type names for the new calendar group.  
Click the OK button.  
Select member names in the Select Name: Contacts dialog  
Click the OK button.

Click the New Items button.  
Click the Open Calendar button.  
Click the New button.

**Answer: A**

8. Mark works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for scheduling meetings and e-mailing. MS Outlook has been configured to use a POP3 account. He wants to create a recurring appointment that satisfies the following criteria.

1. It will start at 12:00 AM and end at 12:40 AM.
2. It will recur from 17th Dec to 27th Dec.
3. It will recur on every Monday, Tuesday, Saturday, and Wednesday.

Perform the appropriate actions in the Recurrence dialog box to make the appointment recurring.

Correct Answer    Your Answer

**Appointment Recurrence** [X]

Appointment time

Start: 1:30 AM [v]  
End: 11:30 PM [v]  
Duration: 3 hour [v]

Recurrence pattern

Daily   Recur every 1 week(s) on:  
 Weekly    Sunday    Monday    Tuesday    Wednesday  
 Monthly    Thursday    Friday    Saturday  
 Yearly

Range of recurrence

Start: 12/29/2010 [v]    No end date  
 End after: 8 occurrences  
 End by: 12/01/2010 [v]

OK   Cancel   Remove Recurrence

Correct Answer    Your Answer

**Appointment Recurrence** [X]

Appointment time

Start: 12:00 AM [v]  
End: 12:40 AM [v]  
Duration: 40 min [v]

Recurrence pattern

Daily   Recur every 1 week(s) on:  
 Weekly    Sunday    Monday    Tuesday    Wednesday  
 Monthly    Thursday    Friday    Saturday  
 Yearly

Range of recurrence

Start: 12/17/2010 [v]    No end date  
 End after: 8 occurrences  
 End by: 12/27/2010 [v]

OK   Cancel   Remove Recurrence

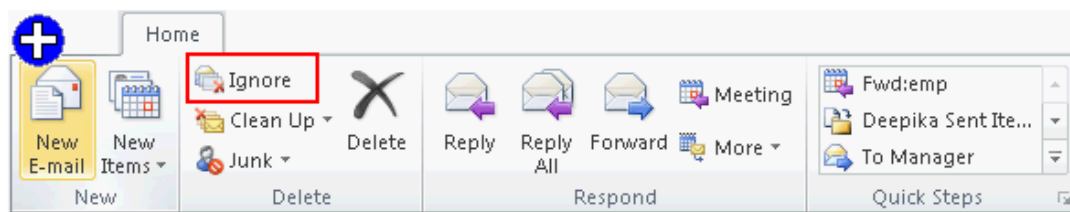
A.



**Answer: A**

9. Derek works as a Marketing Manager for Blue Well Inc. Derek is using Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use the Derek@InfoTech email account. In Outlook 2010, e-mail messages in his Inbox are organized by Date, and are arranged by Conversation. Outlook groups messages that share the same subject into conversations that can be viewed, expanded, or collapsed. Mark the option or button on the Home tab to remove and send all previous and future e-mail message conversations related to the Sales Details email directly to the Deleted Items folder.

A.



**Answer: A**

10. Mark works as a System Analyst for InfoTech Inc. He uses Microsoft Outlook 2010 for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. He wants to create a quick step named Fwd.emp, so that he can quickly and easily manage his mailbox by using the shortcut key combination Ctrl + Shift + F9. He wants the following actions to be automated by the quick step:


1. A reply via an e-mail to employees@InfoTech.com with a high importance meeting request.
2. Send an e-mail with the **Subject:** URGENT MEETING.
3. Send an e-mail with the **Location:** San Fransisco.
4. Send an e-mail with the **text:** "Meeting with Latest Updates on Sales".
5. Send an e-mail with a small "hover box" containing the following information about the item being hovered over:

**"This quick step will reply to this email with a meeting request to all members"**

Which actions will he perform in the **Edit Quick Step** dialog box to create the quick step?

Correct Answer  Your Answer

**Edit Quick Step** [?] [X]

 **Name:**

Add actions below that will be performed when this quick step is clicked on.

Actions

[X]

[X] [Hide Options](#) [^]

**Subject:**   
**Location:**   
**Importance:**  [v]  
**Text:**


Automatically send after 1 minute delay.

Optional

**Shortcut key:**  [v]  
**Tooltip text:**


Correct Answer    Your Answer



### Edit Quick Step


 Name:

Add actions below that will be performed when this quick step is clicked on.

Actions



[Hide Options](#) 

Subject:

Location:

Importance:

Text:

Automatically send after 1 minute delay.

Optional

Shortcut key:

Tooltip text:

A.

Answer: A