Ourexam

Higher Quality Better Service!

We offer free update service for one year

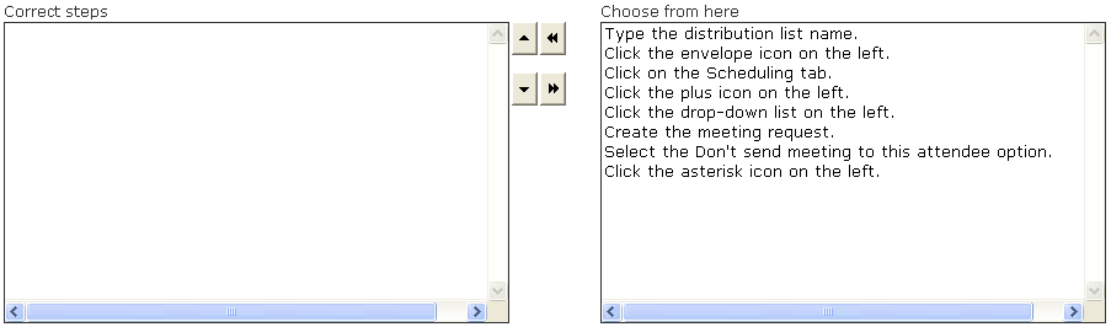
Http://www.ourexam.com

Exam : **77-604**

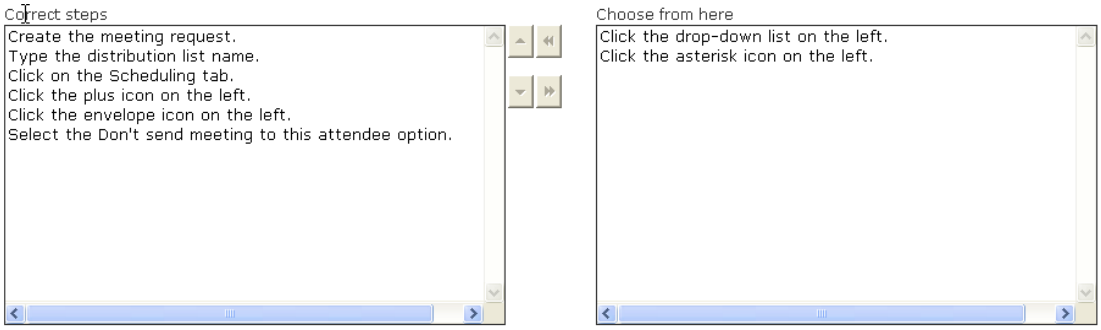
Title : Using Microsoft Office Outlook 2007

Version : Demo

1.Mark works as a System Analyst for Blue Well Inc. He uses Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. He wants to send a meeting request to the employees of his department. He uses a distribution list named colleagues to send the meeting request. However he wants to remove the name of Mr. James Thompson from the recipient's list. Choose and reorder the required steps that he will take to accomplish the task. Select an item from the right pane. Click button to move the selected item to the left pane. Click button to move the item back to the right pane. Click and buttons to sort the list if required.



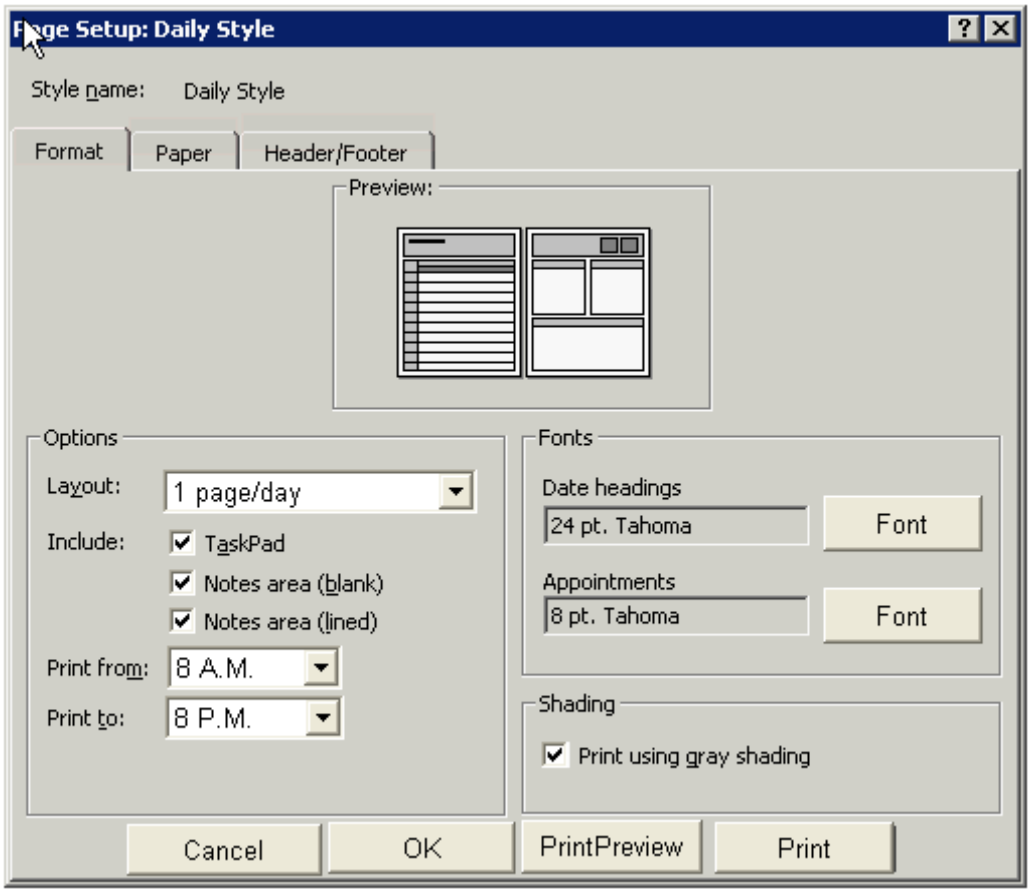
Answer:



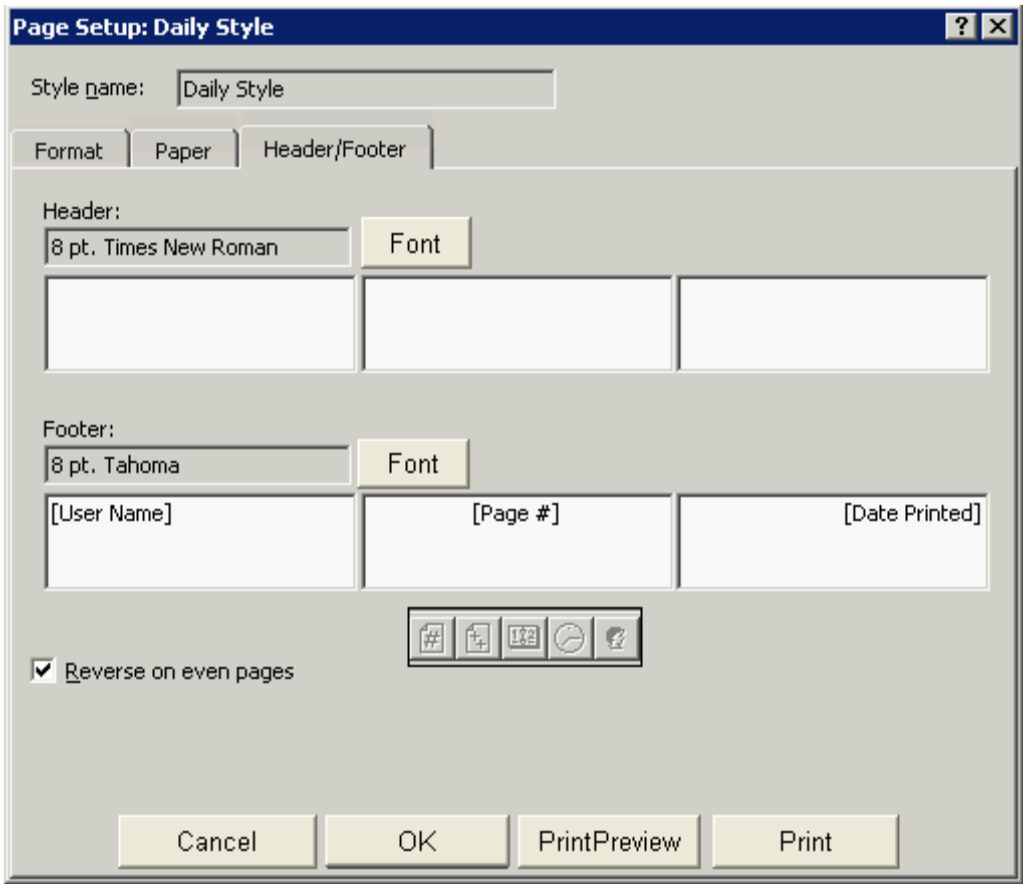
2.David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He wants to print the calendar that comprises the details of a single month. He wants to ensure that the calendar acquires the following properties:

1. In its layout it prints two pages.
2. It prints the details from 9 A .M. to 5 P.M.
3. The paper source of the paper in the Manual Paper Feed.
4. Orientation landscape.
5. Reverse the position of the right and left section of the header and footer so that the information in the left section on an even page is printed in the right section on an odd page.
6. The size is sheet booklet.

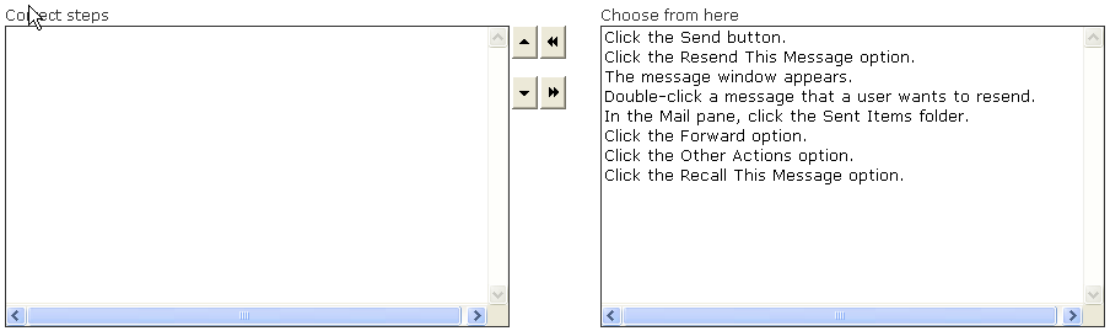
What actions will he take in the Page Setup dialog box to accomplish the task.?


Page Setup: Daily Style
Style name: Daily Style
Format
Paper
Header/Footer
Preview:
Options
Layout: 1 page/day
Include: TaskPad
Notes area (blank)
Notes area (lined)
Print from: 8 A.M.
Print to: 8 P.M.
Fonts
Date headings
24 pt. Tahoma
Font
Appointments
8 pt. Tahoma
Font
Shading
Print using gray shading
Cancel
OK
PrintPreview
Print

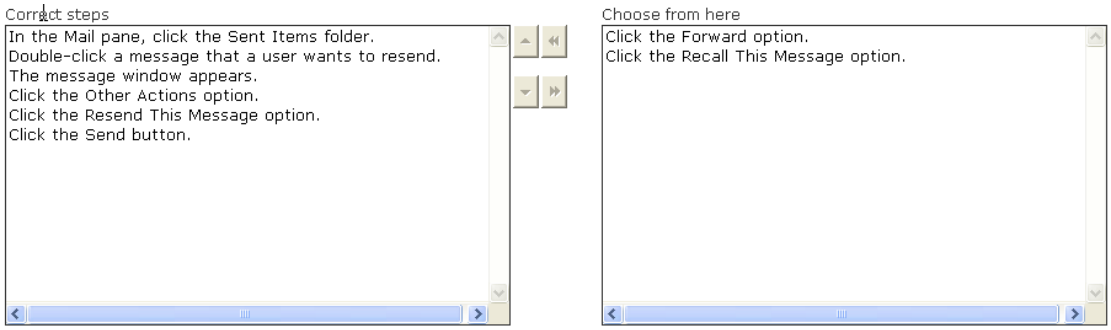
Answer:


Page Setup: Daily Style
Style name: Daily Style
Format
Paper
Header/Footer
Header:
8 pt. Times New Roman
Font
Footer:
8 pt. Tahoma
Font
[User Name]
[Page #]
[Date Printed]
Reverse on even pages
Cancel
OK
PrintPreview
Print

3.You work as a Security Officer for ABC Inc. You use Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use the Exchange account of the company. You compose an e-mail that describes the security policies of the company. You send the e-mail to the CEO of the company. However the message will not be received and you receive an e-mail message "I did not get the message" from the CEO. You want to send the e-mail again to the CEO. Choose and reorder the required steps to accomplish the task.

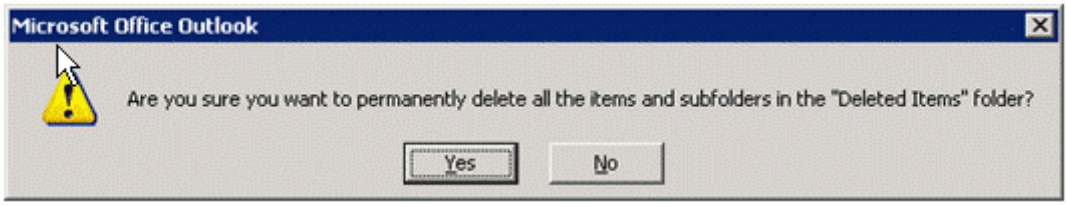


Answer:



4.You use Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You receive various e-mail messages.

You want to ensure that Outlook prompts you the following message before exiting the Outlook:



If you press the Yes button, all the contents of the Deleted Items folder will be deleted. If you press the No button, all the contents of the Deleted Items folder will not be deleted.

Which of the following actions will you take to accomplish the task?

A. Change the auto archive settings of Outlook.

B. Change the send/receive settings of Outlook.

C. Change the message handling settings of Outlook.

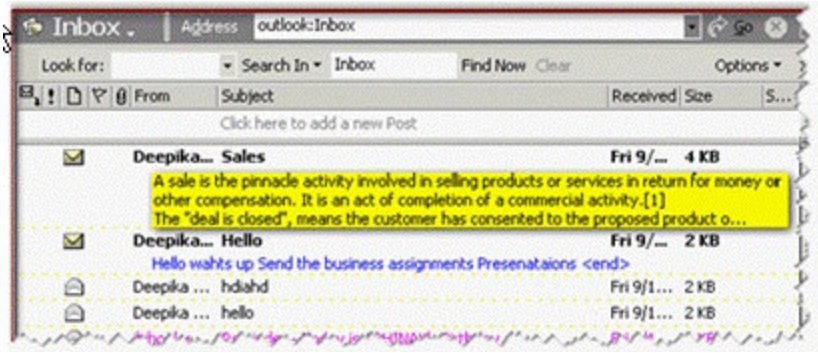
D. Change the general settings of Outlook.

Answer: D

5.You work as a System Analyst for White Well Inc. You use Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use a POP3 account. You want to achieve the following

goals:

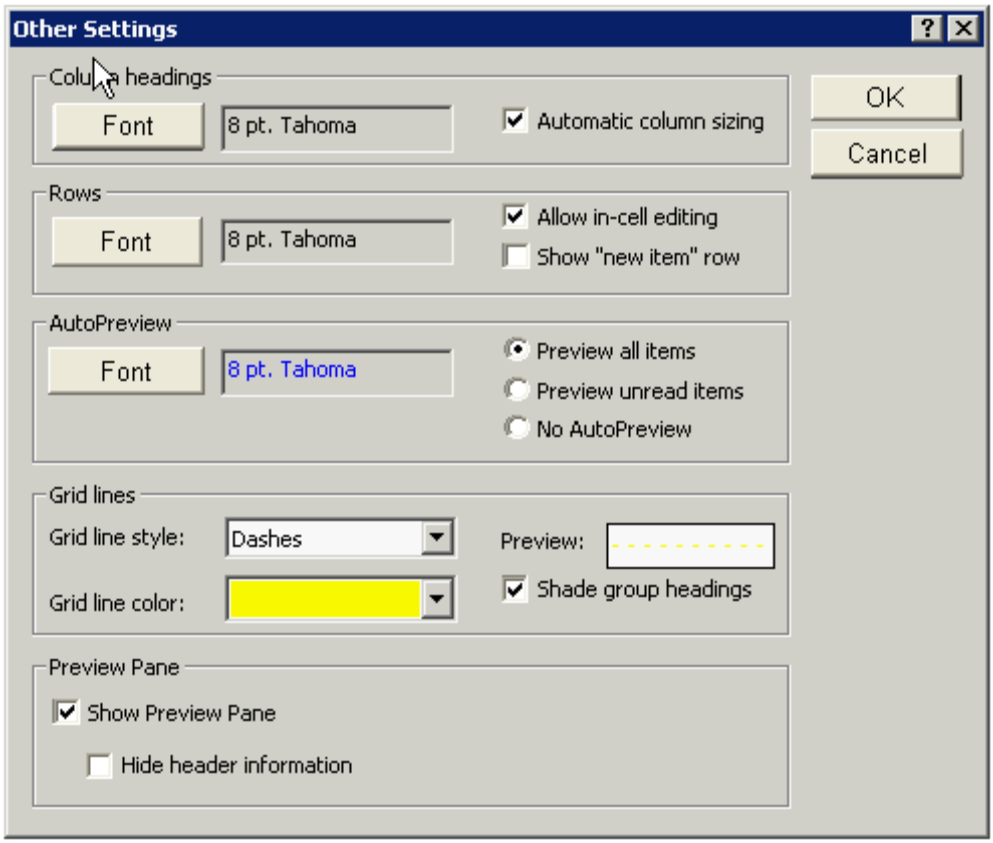
1. View the first three lines of the messages in the main Outlook window so that you can scan the messages and preview their contents without opening them along with the sender's name and the subject line.



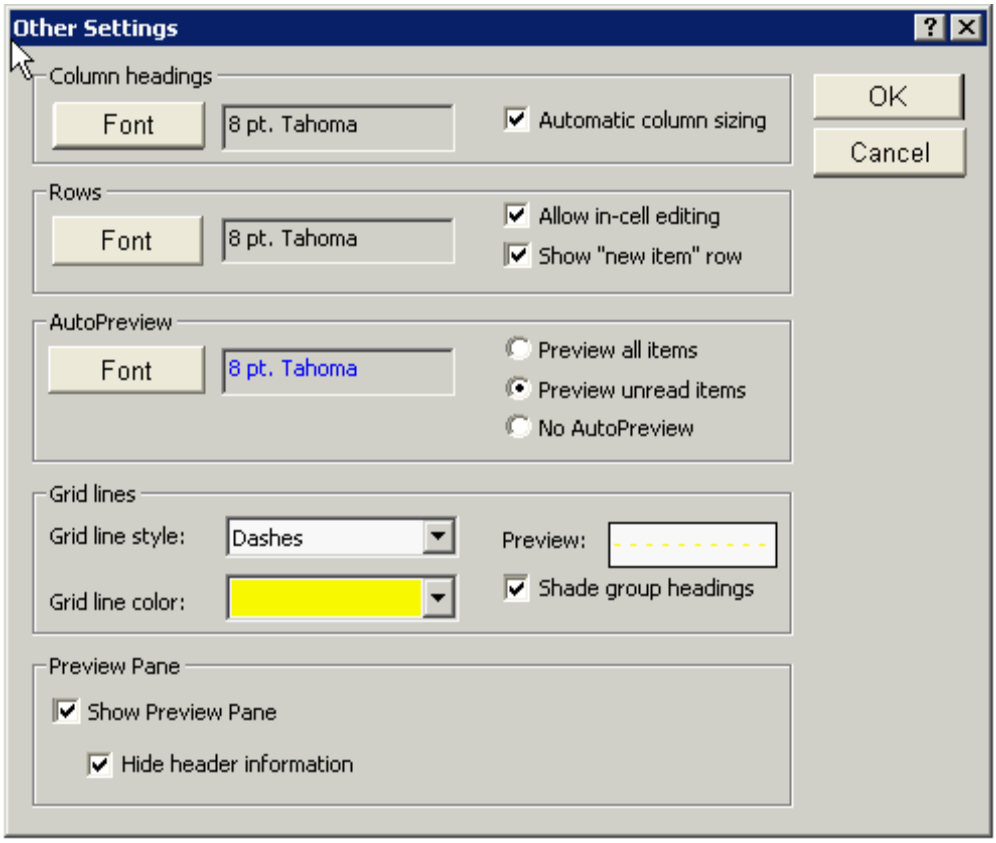
2. Display a row at the top of a table for entering new items.

3. Hide the divider information between the preview pane and item list.

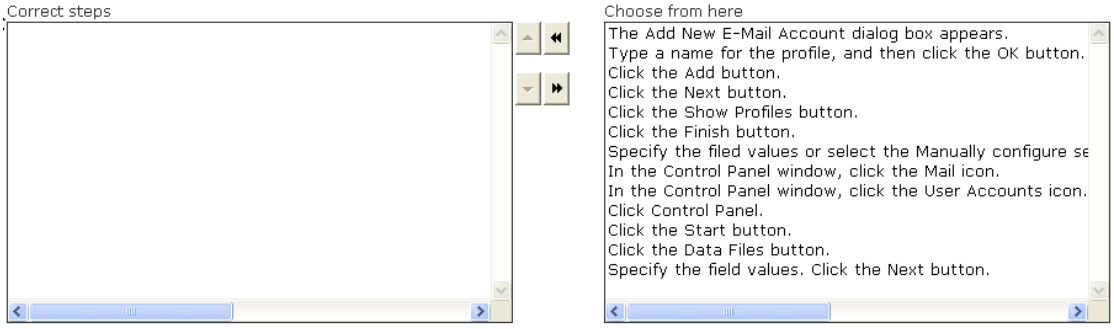
What actions will you perform in the given dialog box to accomplish the task?



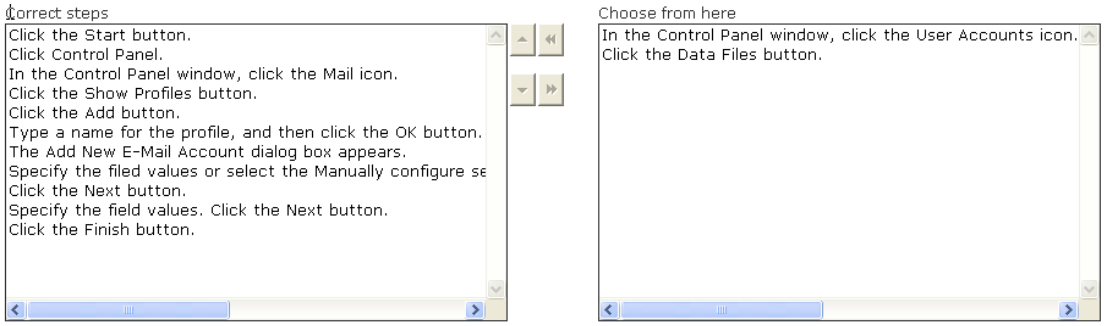
Answer:



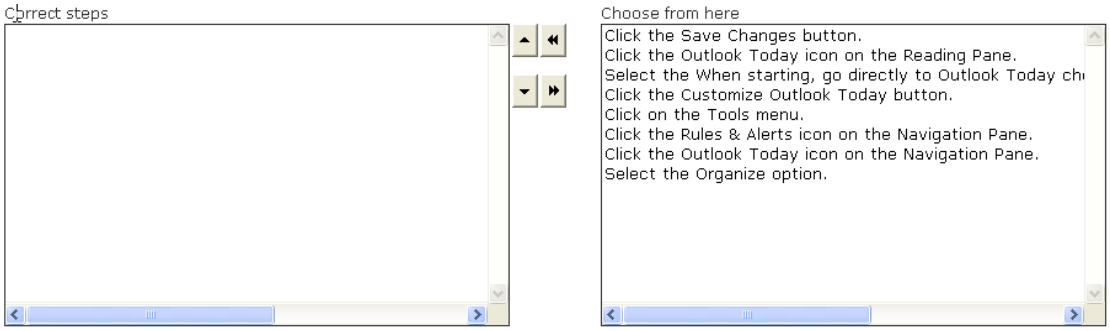
6.You work as an Office Assistant for PHD Inc. You use Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. You work with different Outlook data files and e-mail accounts. You want to create a new e-mail profile named Outlook12 to store information about the user name display name e-mail server name and Internet service provider (ISP). Choose and reorder the required steps to accomplish the task.



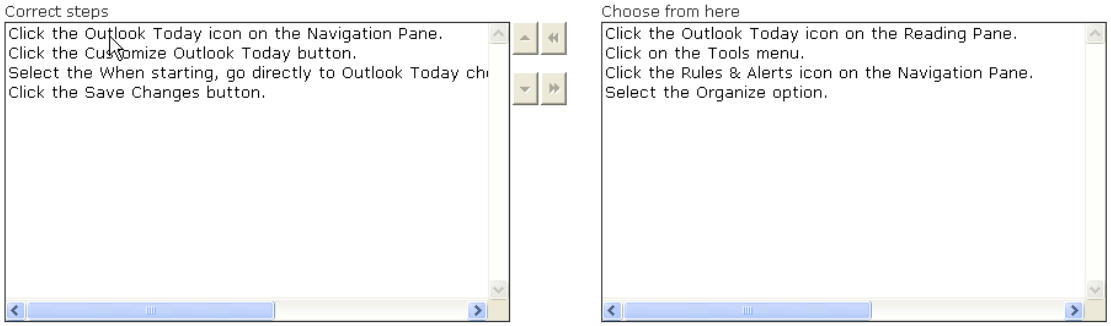
Answer:



7.You use Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You receive different e-mails and other e-mail items. You want to see a summary of appointments a list of tasks and total number of e-mail messages in the Inbox folder. You have to make Outlook Today the default page of the Outlook screen. The Outlook Today page provides a preview of a day. Choose and reorder the required steps to accomplish this.

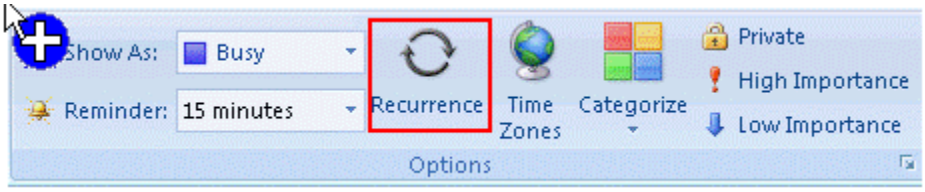


Answer:



8.You are creating an appointment. The appointment comprises some private information. You want the appointment to repeat its work on a daily schedule. You also want to ensure that the start time and the end time are June 12 2008 and June 13 2008 respectively. To achieve the desired result you have to click an option in the Options group. Mark the option in the image to accomplish the task.

Answer:

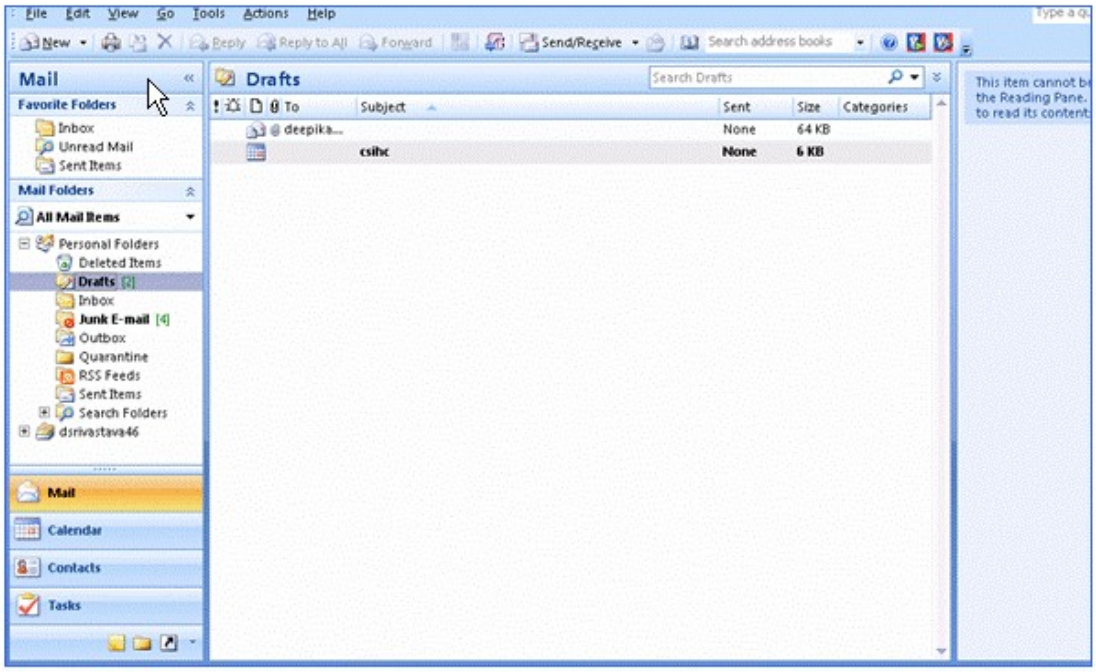


9 .You use Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. You want to ensure that Outlook stores all the e-mails and post items into the Person1 folder. The folder is located under the Quarantine folder. Which of the following actions will you take to accomplish the task?

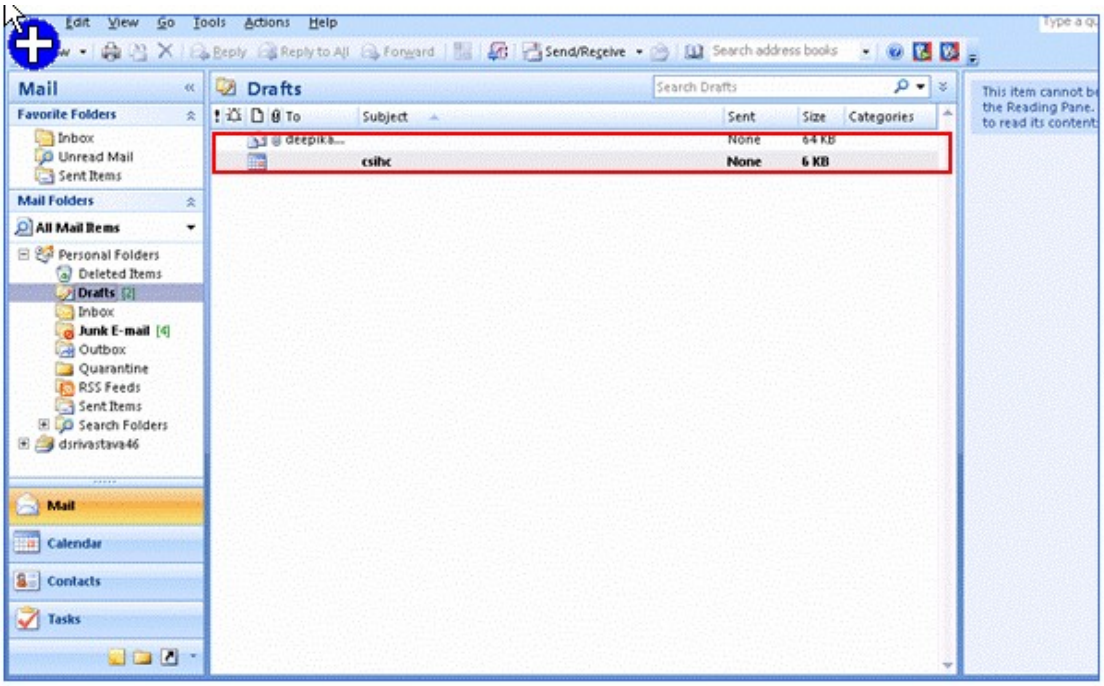
A. Create a Search Folder.
B. Customize the To-Do Bar.
C. Create a Contact.
D. Create a mail folder.
Answer: D

10.You work as a System Analyst for Blue Well Inc. You use Microsoft Outlook 2007's calendar for scheduling events and other Outlook items. MS Outlook has been configured to use an IMAP account. You want to share the information of the calendar to other users. However, you want the other users to view and share the calendar information in the Overlay mode. Which of the following actions will you take to accomplish the task?
A. Use the Share My Calendar option.
B. Open a shared calendar.
C. Publish the calendar.
D. Send the calendar via an e-mail.
Answer: D

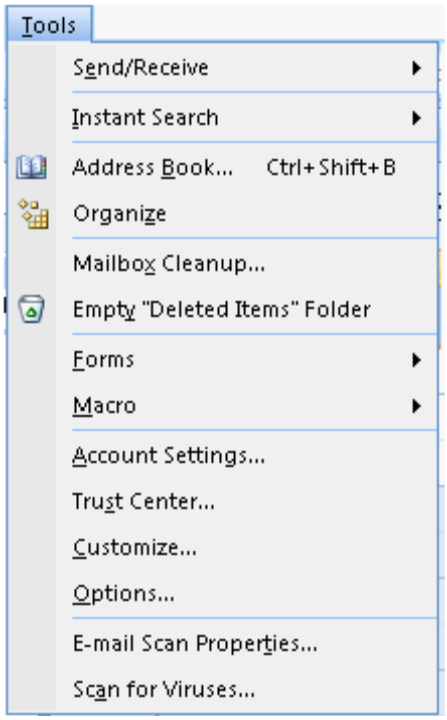
11.You are composing an e-mail in Microsoft Outlook 2007. In Microsoft Outlook 2007 the Information Bar provides information about each e-mail. You have an image of the main window of Outlook 2008. Mark the area which represents the Information Bar.



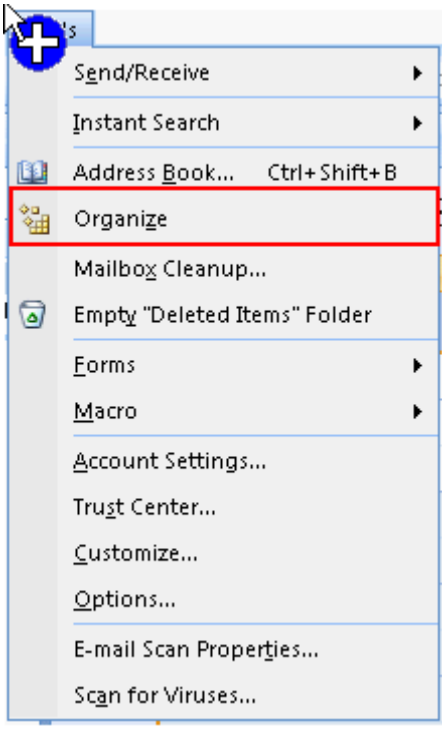
Answer:



12.Mark works as a Technical Assistant for Blue Well Inc. He uses Microsoft Outlook 2007 for e-mailing and organizing information. MS Outlook has been configured to use a POP3 account. He wants to categorize the contact of the Director of the company by using the green color category.
By using the color category he can easily and quickly identify the contact.
He clicks on the Tools menu and selects an option from the list. Mark the option to accomplish the task.

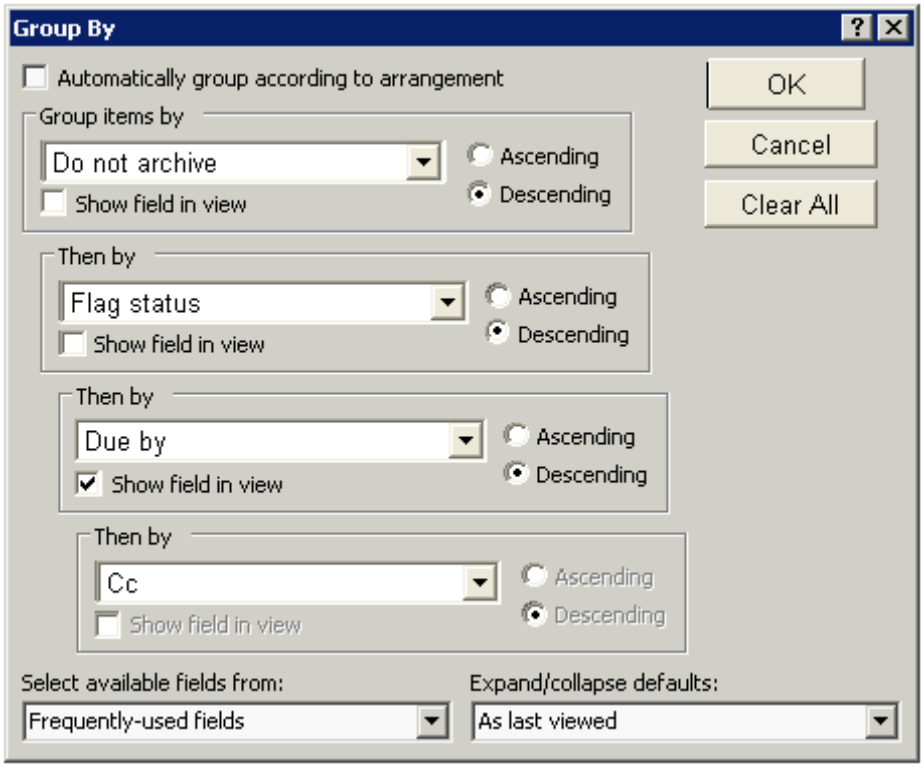


Answer:

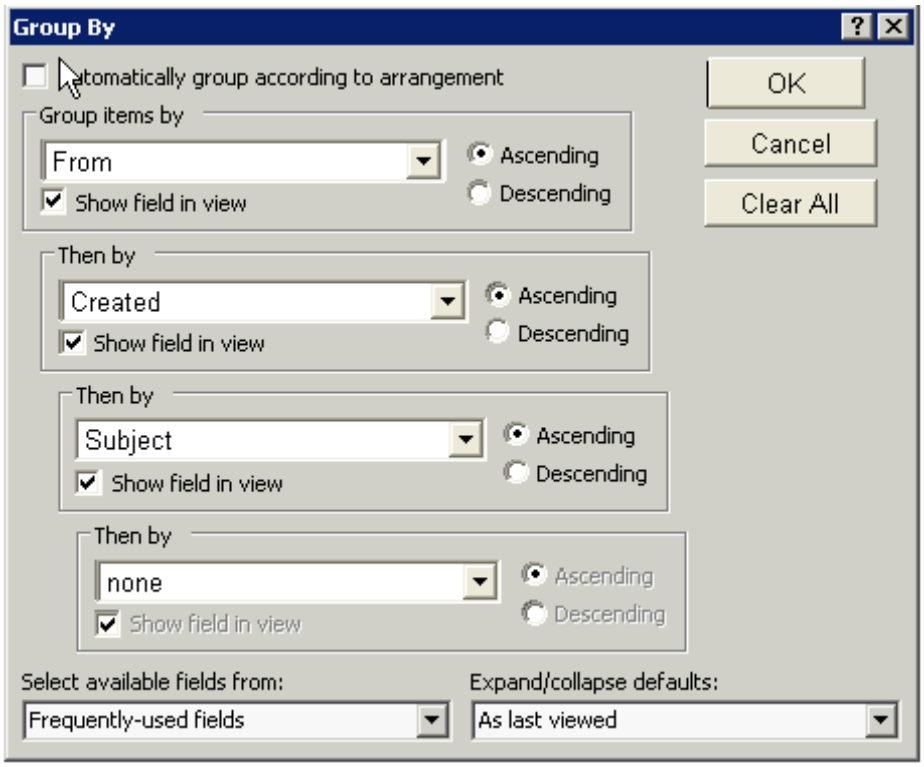


13.David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He works in the Message view of the Inbox folder. He wants to change the view of e-mails so that they appear as shown in the following image:

To accomplish the given task, he has to group the e-mail items by using the Group By dialog box. What actions will he take to group the e-mail items as shown in the given image?



Answer:



14.Sam works as a Technical Assistant for Blue Well Inc. He uses Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use a POP3 account. The Inbox folder of Outlook contains some confidential and personal e-mails of Sam. He wants to exclude all the e-mails that are located in the Inbox and contains "hello" word in the subject field or message body.

Which of the following actions will you take to accomplish the task?
A. Use Favorite Folders Pane.
B. Use RSS Feeds.
C. Run Instant Search.
D. Create a Search Folder.
Answer: C

15.Mark works as a Support Analyst for Soft Well Inc. He uses Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. Whenever Mark sends an e-mail, recipients of the e-mail see only a part of the name, i.e. "Mark". He wants to ensure that the recipients of an e-mail see their full name, i.e. "Mark Smith" in the Information Bar of the e-mail. Which of the following actions will he take to accomplish the task?
A. Edit the Account Settings.
B. Create a new e-mail account with the name "Mark Smith".
C. In the From field, type the name "Mark Smith".
D. Add the Quick Part that contains the full name of Mark.
Answer: A

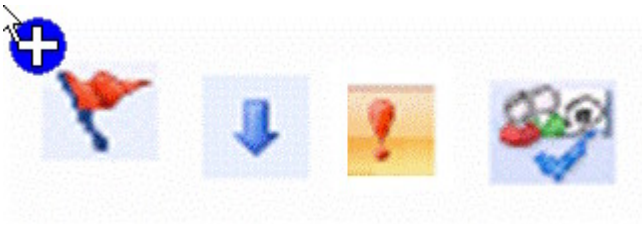
16.You are composing an e-mail. The e-mail comprises some confidential information. Now you want to ensure that the start date of the e-mail will be June 12, 2008 and due date will be June 13, 2008.
Which of the following actions will you take to accomplish the task?
A. Use RSS Feeds
B. Use Follow Up
C. Use Reading Pane
D. Use Navigation Pane
Answer: B

17.David works as a Support Analyst for White Well Inc. He uses address books of Microsoft Outlook 2007 to save the address lists. MS Outlook has been configured to use an IMAP account. David is searching an e-mail address of an employee. He wants to ensure that Outlook finds all the e-mail addresses that are not in a local address book or a corporate-wide directory. Which of the following types of address books will he use to accomplish the task?
A. Internet directory services (LDAP)
B. Outlook Address Book
C. Third Party Address Books
D. Global Address List
Answer: A

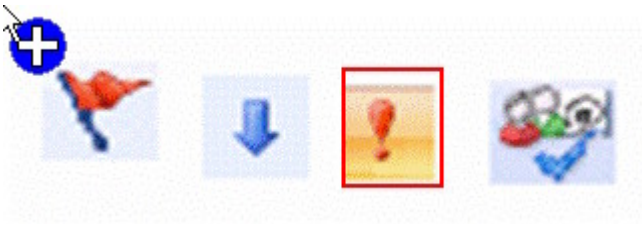
18.David works as a System Analyst for Blue Well Inc. He uses calendar of Microsoft Outlook 2007 for scheduling events and meetings. MS Outlook has been configured to use an Exchange account. The calendar is scheduled to use the USA holidays. The company decides to remove the birthday holidays of Martin Luther King and Lincoln from the annual events schedule of the company so that these days will not be treated as holidays. David wants to update the calendar schedule according to the new schedule. Which of the following actions will he take to accomplish the task?

A. Delete the holidays by using the Customize Current View option of the Current View list.
B. Remove the holidays by switching the view to the Annual Events view.
C. Modify the view of the calendar by using the Define Views option.
D. Delete the holidays by switching the view to the Events view.
Answer: D

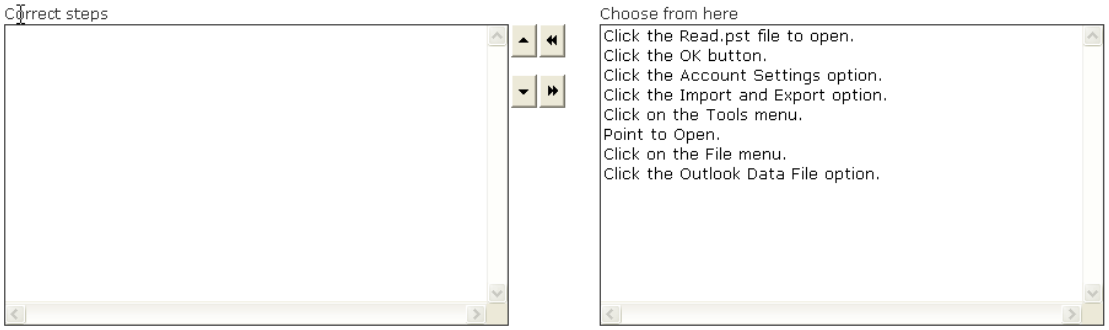
19.You are working in Microsoft Outlook 2007. You compose an e-mail and mark the importance of the e-mail to high. The Information Bar of the e-mail shows an icon that describes the e-mail has high importance. Mark the appropriate icon that shows high importance of the e-mail.



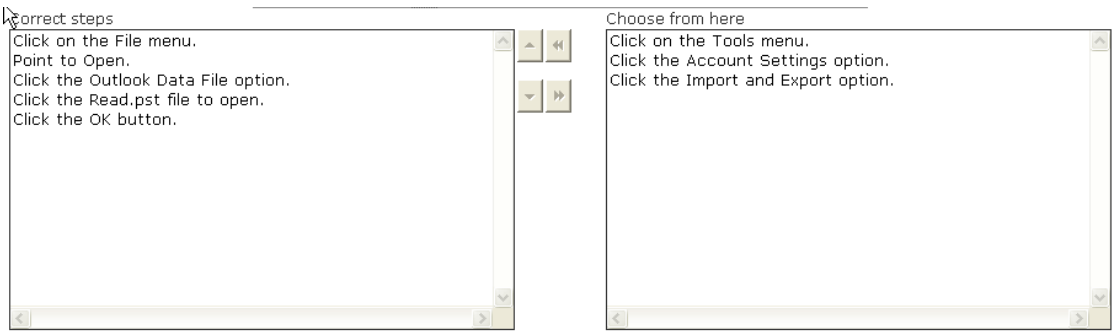
Answer:



20.Kevin works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He creates a .pst file named "Read". However the file does not appear in the Navigation Pane. He wants to ensure that the name of the folder that is associated with the data file appears in the Folder List. Choose and reorder the required steps he will use to accomplish the task.



Answer:


Correct steps
Click on the File menu.
Point to Open.
Click the Outlook Data File option.
Click the Read.pst file to open.
Click the OK button.
Choose from here
Click on the Tools menu.
Click the Account Settings option.
Click the Import and Export option.