**Microsoft**

77-604

MOS Using Microsoft Office Outlook 2007

QUESTION: 152

You work as a System Analyst for PHD Inc. You use Microsoft Outlook 2007 for messaging and e- mailing. MS Outlook has been configured to use an Exchange account. You use the james@rainbow.com e-mail account. Some of the e-mails are junk e-mails. You want to ensure that all the messages from the distribution group you belong goes to your Inbox instead of going to the Junk E-mail folder. Choose and reorder the required steps to accomplish the task.
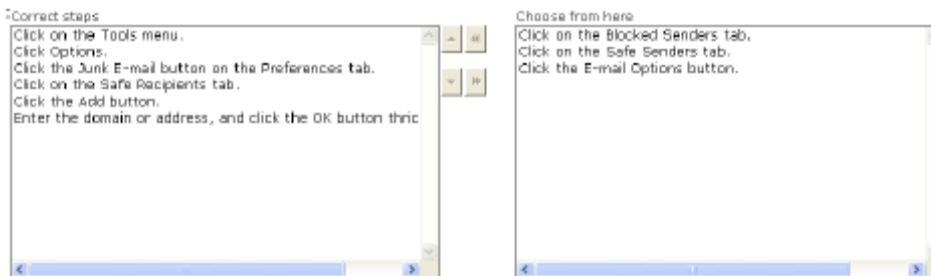
Answer:

Explanation:

In order to accomplish the task, you will have to take the following steps:

1. Click on the Tools menu.
2. Click Options.
3. Click the Junk E-mail button on the Preferences tab.
4. Click on the Safe Recipients tab.
5. Click the Add button.
6. Enter the domain or address, and click the OK button thrice.

QUESTION: 153

David works as a Support Analyst for White Well Inc. He uses Microsoft Outlook 2007's business cards to save contact information. MS Outlook has been configured to use an IMAP account. He uses the alphabetical index to quickly find a specific contact. He switches from the Mail view to the Contacts view. He wants to find the contact information about the goods supplier of the company. However, the alphabetical index is not available to find the contact. Which of the following is the cause of the issue?


A. He uses the By Company view to view the contacts.

B. He uses the Detailed Address Cards view to view the contacts.
C. He uses the Detailed List view to view the contacts.
D. He increases the size of the available business cards.

Answer: A

QUESTION: 154
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 a POP3 account. You work with different Outlook e- mails, e-mail profiles, and data files. You want to ensure that Outlook always uses the Times New Roman font style while composing or reading messages. Choose and reorder the required steps to accomplish the task.
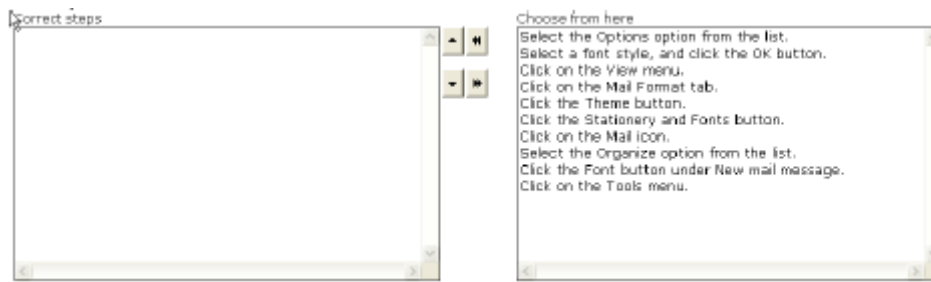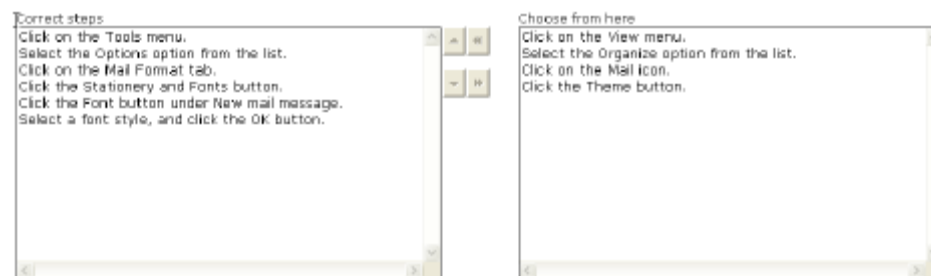
Answer:

Explanation:
In order to accomplish the task, you will have to take the following steps:
1. Click on the Tools menu.
2. Select the Options option from the list.
3. Click on the Mail Format tab.
4. Click the Stationery and Fonts button.
5. Click the Font button under New mail message.
6. Select a font style, and click the OK button.
How to change the default format of all e-mail messages?

The Organize option, the Theme button, and the Mail icon cannot be use in the given scenario. The Organize option is used to change the organize the view of the currently used folder. The Mail icon is used to change/add/remove e-mail accounts, data files, and e-mail profiles of Outlook and the Theme button is used to change the theme of e-mails.

QUESTION: 155
You are composing an e-mail. You apply restricted permission feature to the e-mail. The Information Bar of the e-mail represents an icon that describes that the restricted permission has been applied to the e-mail. Mark the icon that represents the restricted permission that has been applied to the e- mail.
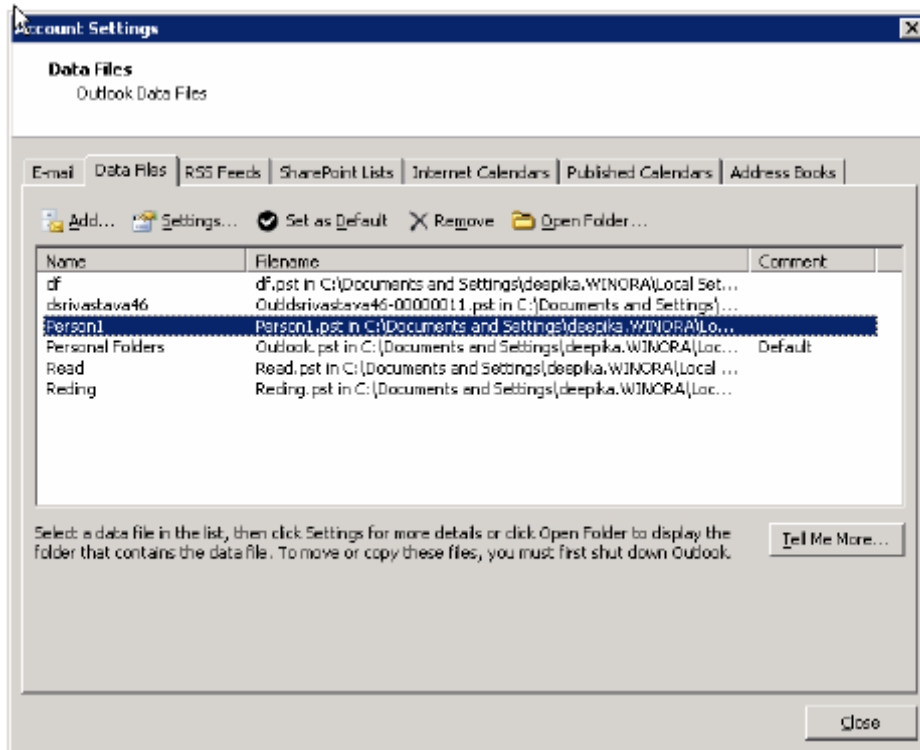

**Answer:**

Explanation:
Whenever a user applies the restrict permission feature to an e-mail message, an icon appears in the Information Bar of the message to show that the restricted permission has been applied to the e-mail.

QUESTION: 156
Jack 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 a POP3 account. He creates a .pst file named "Person1" to store business information. He wants to reduce the size of the .pst file so that it will take less space on the disk. He has opened the Account Settings dialog box and click an option on the Data Files tab. Mark the option in the following image to accomplish the task.

Answer:
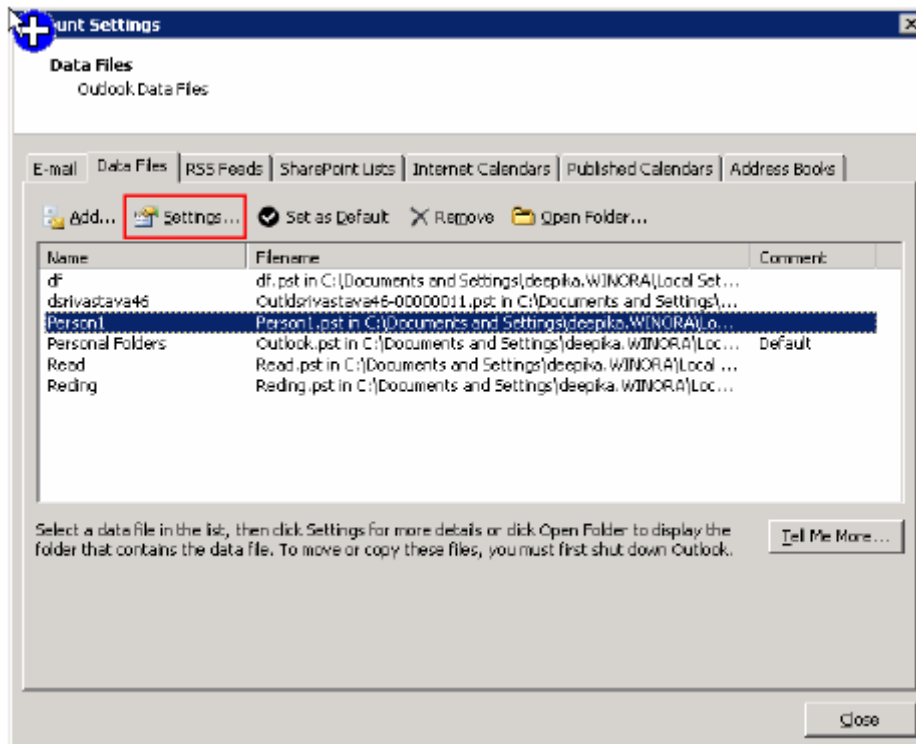
Explanation:

How to create a .pst data file?

The Open Folder, Set as Default, and New option cannot be used in the given scenario. The Open Folder option is used to open the selected folder to view the files and folders in it. The Set as Default option is used to change the default delivery location for all the incoming e-mail in Outlook. It places the Inbox folder to the selected data file. The New option is used to create a new data file.

QUESTION: 157

Mark works as System Analyst for Blue Well Inc. He uses Microsoft Outlook 2007 for messaging and e-mailing. Mark wants to ensure that he is able to use different computers in his office so that he can read his official Outlook items wherever he is. Which of the following actions will he take to accomplish the task?

A. Create an IMAP account.
B. Create a HTTP account.
C. Create a MAPI account.
D. Create a POP3 account.

Answer: A

Explanation:

By using Internet Message Access Protocol (IMAP) account, a user can access to mail folders on the mail server, and can store and process mail without downloading it to the local computer on which he is working Thus, a user can use a different computer to read his messages wherever he is. An IMAP account saves time because a user can view the headers of the e-mail messages as who is the sender of the message, what is the subject of the message, and decide either to download the message or not. Answer option D is incorrect. The Post Office Protocol 3 (POP3) is the leading e-mail account type on the Internet. By using POP3 account, the e-mail messages are downloaded to a computer and are then usually deleted from the mail server. The main disadvantage of POP3 accounts is the difficulty to save and view the messages on multiple computers. Also, messages that a user send from one computer are not copied to the Sent Items folder on other computers. Answer option C is incorrect. Messaging Application Programming Interface or MAPI is used in Outlook with a mail server. It will run on Microsoft Exchange Server. MAPI provides many more features than IMAP account. The main disadvantage of MAPI accounts is the difficulty to save and view the messages on multiple computers. Answer option B is incorrect. HTTP accounts use a Web protocol to view and send an e-mail. HTTP accounts include Windows Live Mail. The Microsoft Outlook 2007 does not support HTTP accounts, but there is add-ins that allows a user to use Outlook with certain providers.

QUESTION: 158

Kevin 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. He wants to configure Outlook to always use the same profile. He has opened the Control Panel and has clicked an icon in the Control Panel window. Mark the icon in the following image to accomplish the task.

Answer:

Explanation:
Take the following steps to configure Outlook to always use the same profile:

QUESTION: 159
Sam works as an Office Assistant for Blue Well Inc. He uses Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an Exchange account. He organizes a weekly meeting with the CEO and Manager of the company. He wants the meeting to be held on Monday. However, he wants to know the choice of the other members. He also wants to know the response of the Manager. Which of the following actions will he take to accomplish the task?

A. Create an e-mail and use the RSS Feeds.
B. Create an e-mail and change the importance Level
C. Create an e-mail and include voting buttons.
D. Create an e-mail and request a Read receipt.

Answer: C

Explanation:
By including voting buttons, it is easy to create a poll in an e-mail message. When recipients respond to the poll, a user can automatically tabulate the results of the vote in Outlook.


QUESTION: 160
Mark works as an Office Assistant for Blue Well Inc. He uses Microsoft Outlook 2007 for messaging and e-mailing. MS Outlook has been configured to use an IMAP account. He receives different e- mails and other e-mail items. Each e-mail contains its subject information. He wants to ensure that Outlook displays message information in two lines in the message list. The first line displays the sender or recipient, and the second line displays the text from the Subject box of the message header that provides summary information to determine whether to download, copy, or delete the entire message from the server, As shown in the following image:
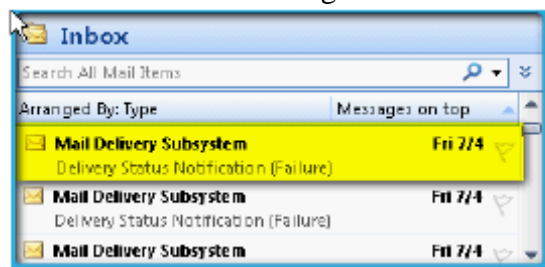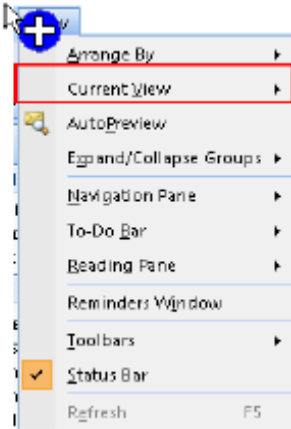

You have to click on the View menu and select an option from the list. Mark the option in the following image to accomplish the task.
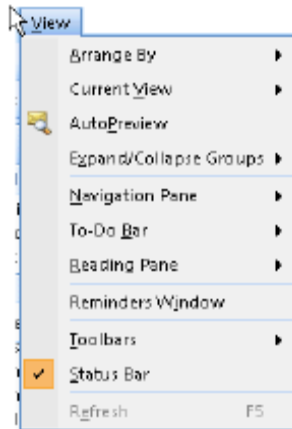
Answer:

Explanation:

The View menu containsb the Customize current view option under the Current option list. The Customize current view option is used to change the Single Line layout into the Multiline Layout.

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