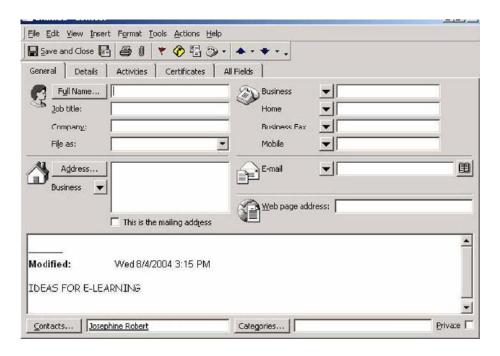# Microsoft

MOS-O2K

Microsoft Outlook 2000

Answer: Pending. Please put your suggestions to terry@

QUESTION: 17
Use the message from Don Funk with the subject Job Promotion to look up Nixon's contact information change Liz Nixon's job title to manager of Budgets and then save the update contact information.

Answer:

QUESTION: 18

Create a new folder in the Human Resources folder named Employee Development, with a shortcut this new folder in the My shortcuts group. Move the message with the subject Certification Benefits from the Human Resources folder into the new Employee Development.

Answer: Pending. Please put your suggestions to terry@

QUESTION: 19

Use the Howard Snyder create a new and category named Primary contact. Assign the Primary contact category to the Paulo Accorti contact. Modify the view of the contacts folder so that is grouped by category. One the view has been grouped, display only the contacts in the Primary contact category to ensure the Paulo Accorti contact is properly listed.

Answer: Pending. Please put your suggestions to terry@

QUESTION: 20

You want to send a Microsoft word form letter to three individuals in your contacts folder. Which one of the following methods allows you to address and send existing form letter quickly and easily? a) Begin with the form letter open in word from the tools menu click letters and mailing and then click mail merge. Use the mail merge wizard, locating your contacts in My Data Sources, to complete the step. Go to outlook to send the form letter to your contacts as an e- mail attachment. b) Begin with the contact folder open in outlook, from the tool menu click mail merge then use the mail merge contact dialog box to open locate the form letter in word and use the mail merge Wizard to complete the steps. Returns to outlook to seat the letter. c) Begin with the Inbox folder open In Outlook. On the standard toolbar click new and address your new e-mail to your three contacts, Attach and then open the form letter in word, type the name and address of your contacts on the letter, then save and close the letter. Return to outlook to send the letter as an e-mail attachment.

Answer: Pending. Please put your suggestions to terry@

QUESTION: 21

Create new category named Primary Contact. Assign the Primary Contact Category to the Paolo Accorti Contact. Modify the view of the contacts folder so that it is grouped by category once the view has been grouped, display only the contact.

Answer: Pending. Please put your suggestions to terry@

Pass your exam at First Attempt....Guaranteed!