



**Microsoft**

# **MOS-OXP**

*Microsoft Outlook 2002 Core*

**QUESTION: 76**

Lyle has just accepted a task from his boss. When he clicks the Accept button to accept the task, what two options appear on the Accepting Task dialog box? Select two answers.

- A. Edit the Response before Sending
- B. Send Response Now
- C. Add and Send Response Now
- D. Apply and Send Response Now

**Answer:** A, B

**Explanation:**

To accept a task, open the task from the Inbox folder by double clicking it. Click the Accept button at the top of the task window. When accepting a task, you have the option of sending the acceptance response to the person assigning the task, or you can edit the task before sending the response.

**QUESTION: 77**

Lyle has attached the Henry Jones contact to a note. How can Lyle view the note when he opens Henry's contact?

- A. Open the contact. Select the Details tab, and double click the note icon.
- B. Open the contact. Select the General tab, and double click the note icon.
- C. Open the contact. Select the Assignments tab, and double click the note icon.
- D. Open the contact. Select the Activities tab, and double click the note icon.

**Answer:** B

**Explanation:**

When viewing the activities for a contact, you can see all information pertaining to the contact including notes, tasks, appointments, and meetings.

**QUESTION: 78**

You currently have over 100 messages in your Inbox folder. What procedure can you use to search for those messages that contain the word Meeting in the subject line?

- A. Click the Search button on the toolbar. Click the Advanced Find button. Key Meeting in the Search for the words field and select Messages from the Look for dropdown list. Click the Find Now button.

B. Click the Find Now button on the toolbar. Click the Advanced Find button. Key Meeting in the Search for the words field and select Messages from the Look for dropdown list. Click the Find button

C. Click the Search Now button on the toolbar. Click the Advanced Find button. Key Meeting in the Search for the words field and select Messages from the Look for dropdown list. Click the Search Now button

D. Click the Find button on the toolbar. Click the Advanced Find button. Key Meeting in the Search for the words field and select Messages from the Look for dropdown list. Click the Find Now button.

**Answer:** D

**Explanation:**

Other search criteria that can be searched from the Advanced Find dialog box are whom the message is from, whom the message was sent to, and the time the message was created, among others.

**QUESTION:** 79

You have assigned a task to Carol and she has accepted it. Later, you tell Carol to go ahead and delete the task from her Task folder. When Carol deletes the task, she is presented with the Delete Incomplete Task dialog box. What three options are on the dialog box? Select three answers.

- A. Decline and Delete
- B. Accept and Delete
- C. Mark Complete and Delete
- D. Delete

**Answer:** A, C, D

**Explanation:**

When you attempt to delete a task that has been assigned to you, you are presented with the Delete Incomplete Task dialog box displaying the choices in answers A, C, and D. In the question scenario, Carol would most likely select the Delete option from the dialog box.

**QUESTION:** 80

Pick the FALSE statements in reference to changing a meeting time. Select all that apply.

- A. Meeting times cannot be updated
- B. When a meeting has been changed updates are not sent to the attendees
- C. Meeting times can be changed by clicking and dragging the meeting when in viewing the calendar.
- D. When meeting times conflict with each other, you are not notified.

**Answer:** A, B, D

**Explanation:**

When you schedule a meeting time that conflicts with another time on the calendar, you are prompted with a message indicating that there is a conflict. This message appears as a long yellow bar across the top of the window. When you change the meeting date and/or time, you are given the option to send updated meeting requests to the attendees

**QUESTION:** 81

You are attempting to assign a category to three of your most important contacts. How can you select all three contacts and assign the Favorites category to the clients in one operation?

- A. Hold down Alt while selecting each contact.
- B. Hold down Shift while selecting each contact
- C. Hold down Spacebar while selecting each contact
- D. Hold down Ctrl while selecting each contact

**Answer:** D

**Explanation:**

To assign the Favorites category to three contacts, select the first contact then click each of the other two contacts. With all three contacts selected, click Edit, Categories on the menu bar. Check the Favorites check box, and click Ok.

**QUESTION:** 82

Joe is attempting to print his calendar using the Daily style. He currently has the Calendar folder selected and the Print dialog box displayed. How can he see how the page will look when it is actually printed without wasting paper?

- A. Click the Page View button on the dialog box.
- B. Click the Preview button on the dialog box.
- C. Click the Print View button on the dialog box.
- D. Click the Paper View button on the dialog box.

**Answer:** B

**Explanation:**

Selecting the Preview button on the Print dialog box opens a window and displays the page as it will appear when printing.

**QUESTION:** 83

Select two examples of meeting resources. Select two answers.

- A. Conference room
- B. Tom from the media center.
- C. Overhead projector
- D. The person who scheduled the meeting

**Answer:** A, C

**Explanation:**

Resources are non-human elements of a meeting. Resources have their own mail boxes and can automatically accept and decline meeting requests. The person who created the meeting is the meeting organizer. Other resources could be televisions, conference centers, and speakers.

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