

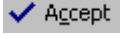


Outlook 2007 Assessment Answers

1. All of the following are possible message headers except...
 - a. To
 - b. Forward **Correct**
 - c. Bcc
 - d. Cc
2. Any of the following can be used to create a new e-mail message except...
 - a. Click the New icon on the standard toolbar 
 - b. Select Actions | New Mail Message
 - c. Select File | New | Mail Message
 - d. Select Tools | New Mail Message **Correct**
3. Which of the following is **not** a mail message format?
 - a. HTML
 - b. Plain Text
 - c. Rich Text
 - d. Stationery **Correct**
4. To select multiple recipients that are non-adjacent, use the _____ key
 - a. Shift
 - b. Alt
 - c. Ctrl **Correct**
 - d. Esc
5. Which mail message format does **not** allow you to use the bold icon?
 - a. HTML
 - b. Plain Text **Correct**
 - c. Rich Text
 - d. None of the above, you can add bold in any format
6. Saving a message without sending it stores it in the _____ folder
 - a. Inbox
 - b. Outbox
 - c. Drafts **Correct**
 - d. Journal
7. Which of the following does not allow you to read a message?
 - a. Double-click on the message
 - b. Open the preview/reading pane
 - c. Right-click to open
 - d. Click the envelope next to the message **Correct**
8. After reading a message, which of the following are you **not** able to do?
 - a. Move the message into a folder
 - b. Reply to the message
 - c. Print the message

d. Insert an attachment **Correct**

9. Before sending a message, which of the following is available from the Options group?
 - a. Attach file
 - b. Spelling
 - c. Follow Up **Correct**
 - d. Add stationery to the background
10. Which of the following methods can be used to create a folder to store messages...?
 - a. Insert | New Folder from the menu bar
 - b. Right-click an existing folder and choose Rename Folder
 - c. File | New | Folder from the menu bar **Correct**
 - d. Select Edit | Create New Folder from the menu bar
11. A group in Outlook is also known as a _____ List
 - a. Mailing
 - b. Contact
 - c. Distribution **Correct**
 - d. Member
12. Any of the following methods can be used to move a message into a folder except...
 - a. Drag and drop into the folder
 - b. Click the Move to Folder icon
 - c. Right-click on the message and select Move to Folder
 - d. Actions | Move to Folder **Correct**
13. Which of the following statements is true about signatures?
 - a. They can only be created using an electronic pen
 - b. They can be an automatic closure for messages **Correct**
 - c. You can only have two signatures
 - d. You cannot edit the signature from the message
14. While viewing the calendar, which of the following is not an option?
 - a. Year **Correct**
 - b. Month
 - c. Week
 - d. Day
15. On the calendar, what does the  icon indicate?
 - a. A tentative appointment
 - b. An appointment with a reminder
 - c. A recurring appointment **Correct**
 - d. An appointment that was cancelled
16. Where in Outlook do you plan a meeting?
 - a. Inbox
 - b. Calendar **Correct**
 - c. Journal
 - d. Tasks

17. When do you see the  button on your toolbar?
- a. When you open a forwarded message
 - b. When you open a meeting request **Correct**
 - c. When you create a contact
 - d. When you create a folder
18. Where does an all-day event appear in the day view of the calendar?
- a. To the left of the first appointment for the day
 - b. At the top as a banner underneath the day **Correct**
 - c. To the right of the first appointment for the day
 - d. It will not appear in the day view of the calendar
19. How is a task different from an appointment?
- a. Only a task has a subject
 - b. Only a task has a reminder
 - c. Only a task has a status **Correct**
 - d. They are not different
20. Which of the following is **not** stored with a contact?
- a. Birthday
 - b. Nickname
 - c. Spouse's Name
 - d. Date of First Meeting **Correct**