

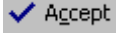


## Outlook 2007 Assessment

1. All of the following are possible message headers except...
  - a. To
  - b. Forward
  - 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
3. Which of the following is **not** a mail message format?
  - a. HTML
  - b. Plain Text
  - c. Rich Text
  - d. Stationery
4. To select multiple recipients that are non-adjacent, use the \_\_\_\_\_ key
  - a. Shift
  - b. Alt
  - c. Ctrl
  - d. Esc
5. Which mail message format does **not** allow you to use the bold icon?
  - a. HTML
  - b. Plain Text
  - 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
  - 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
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

9. Before sending a message, which of the following is available from the Options group?
  - a. Attach file
  - b. Spelling
  - c. Follow Up
  - 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
  - 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
  - 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
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
  - 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
  - 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
  - d. An appointment that was cancelled
16. Where in Outlook do you plan a meeting?
  - a. Inbox
  - b. Calendar
  - c. Journal
  - d. Tasks

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