



Exam : MOS-O2K

Title : Microsoft Outlook 2000

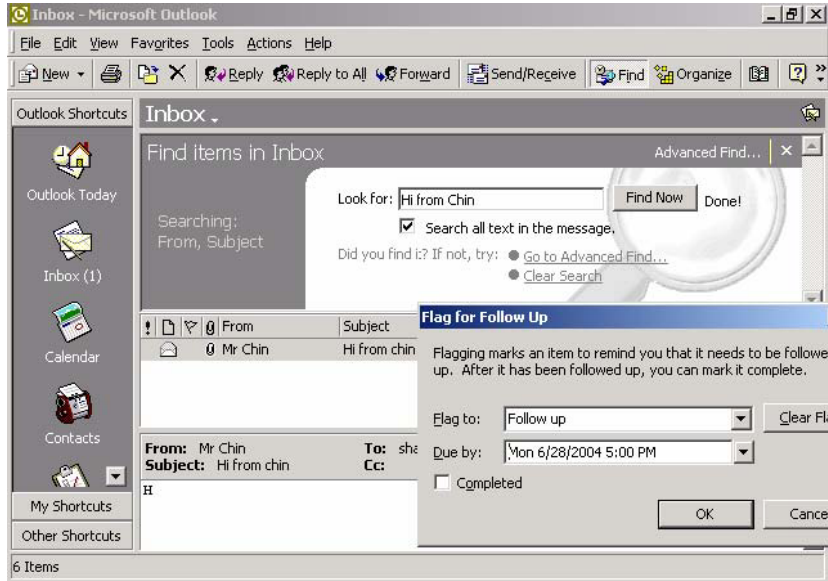
Ver : 01-18-06

QUESTION 1

Find and open the message with the subject Education Policy.

One you have located the message, set a follow up flag that will be due on Monday, June 28, 2004

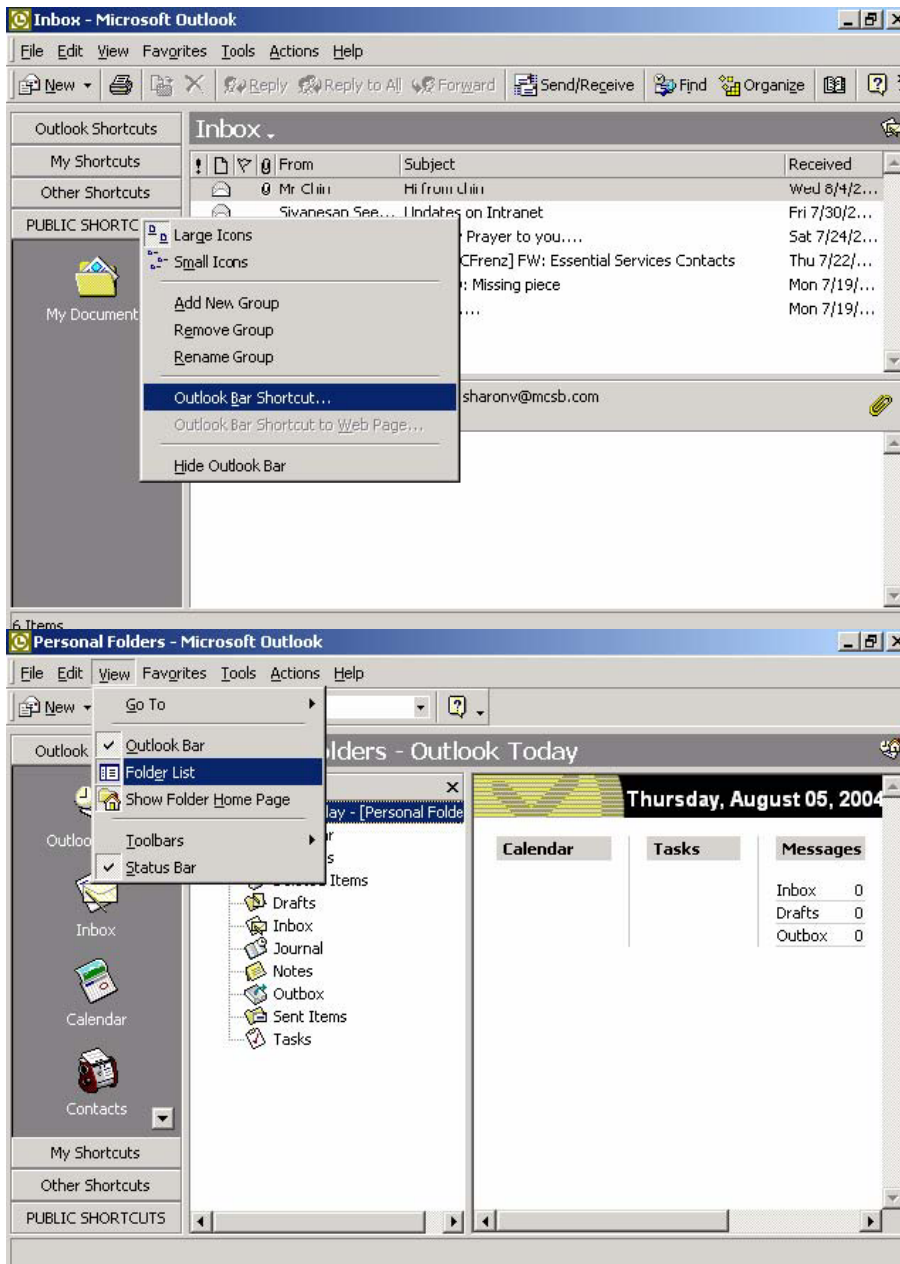
Answer:



QUESTION 2

Create and display a new Outlook Bar group named Public Shortcuts. In this new group Create shortcut to the Public folder named Customers Issues and to the file system folder name my documents.

Answer:

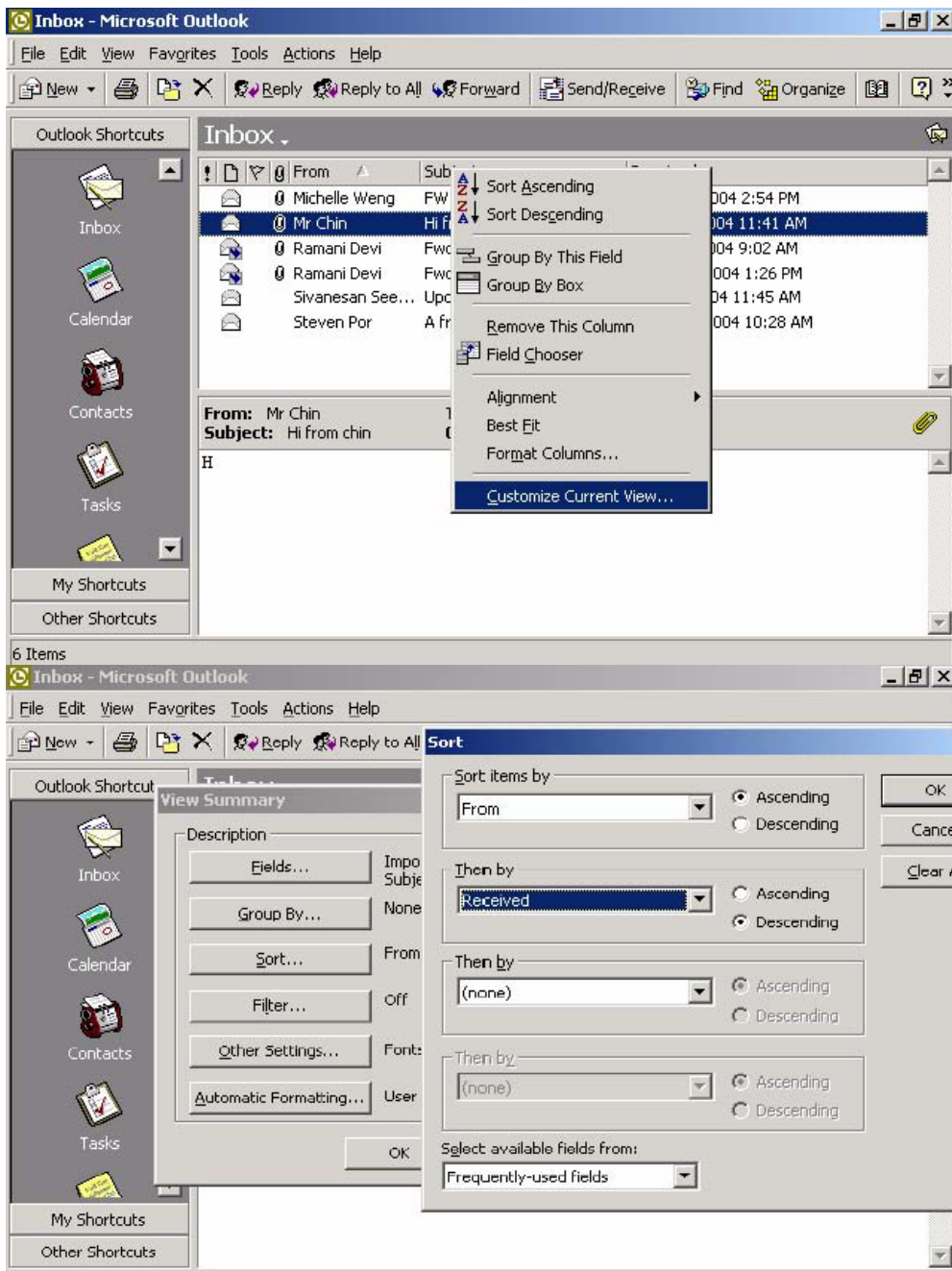


QUESTION 3

Change the order of the message in the Inbox so they are displayed first by sender in ascending order, and then by the date received in descending order.

Filter the messages in the Inbox so that only messages with the word class in the subject field are displayed.

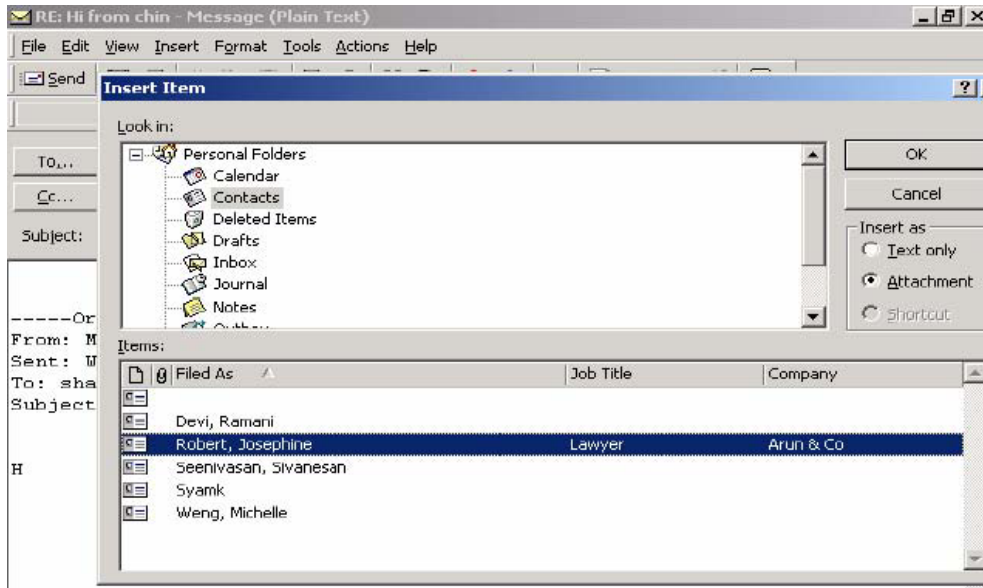
Answer:



QUESTION 4

Find and open the messages that contain the next Contact Request.
Send reply to the message which includes the John Steel Contact as an attachment.

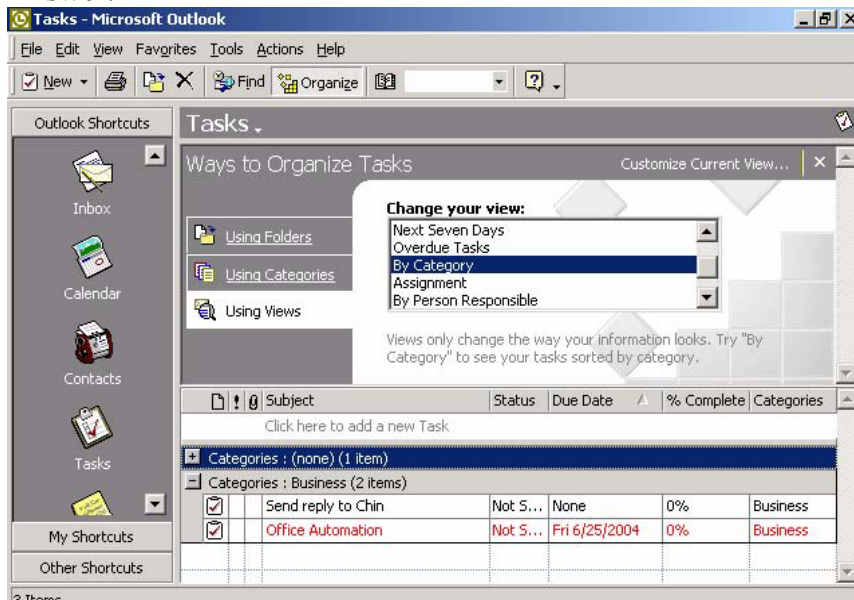
Answer:



QUESTION 5

Create a new task with the subject office Automation that will begin on Friday, June 25, 2004 and must be completed within two days. Set the priority to high and add a reminder for tomorrow at 9.00am. After create the task, organize the Tasks folder so that tasks are grouped by category and then expand the (none) category.

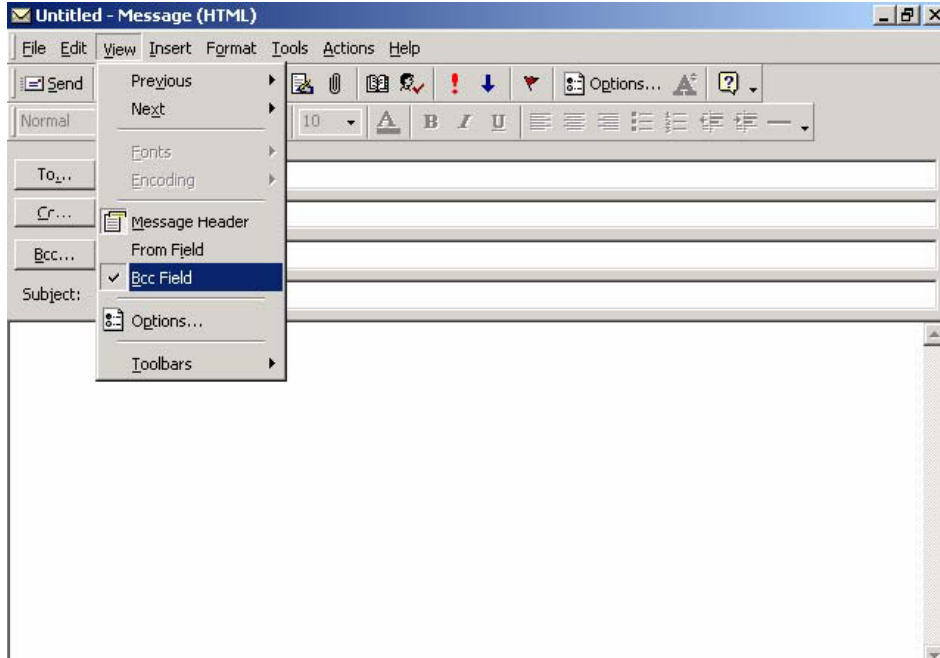
Answer:



QUESTION 6

Create a message with the subject E-learning Solution and the message text Do we have an E-learning Solution? Address the messages to Don Funk and a blind copy to Prasama Samarawiclerama, both on the Global address list. Send the messages.

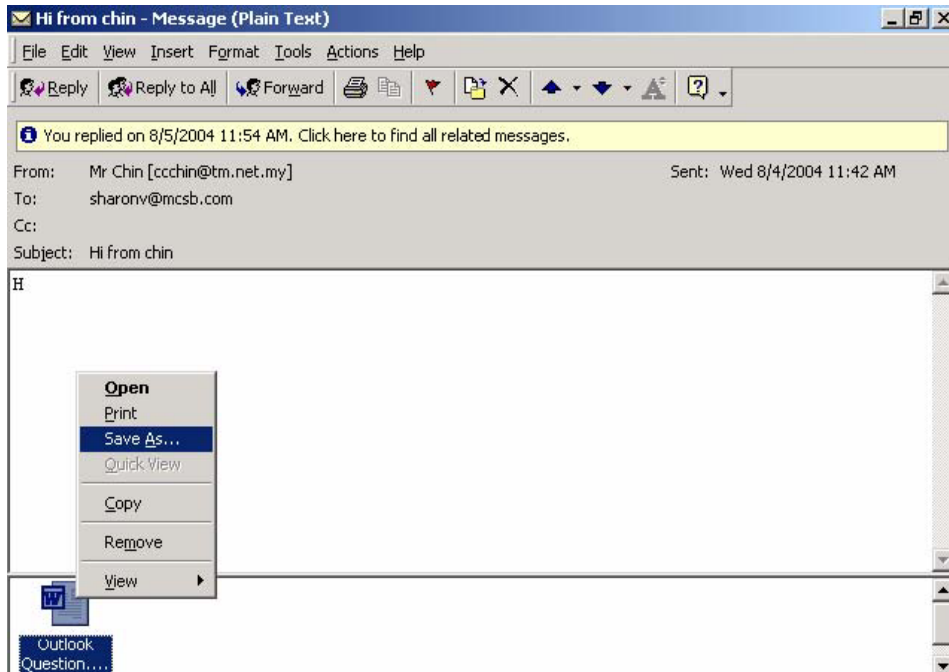
Answer:



QUESTION 7

Create a new folder in the Human Resource folder name Employee Evaluations.

Answer:

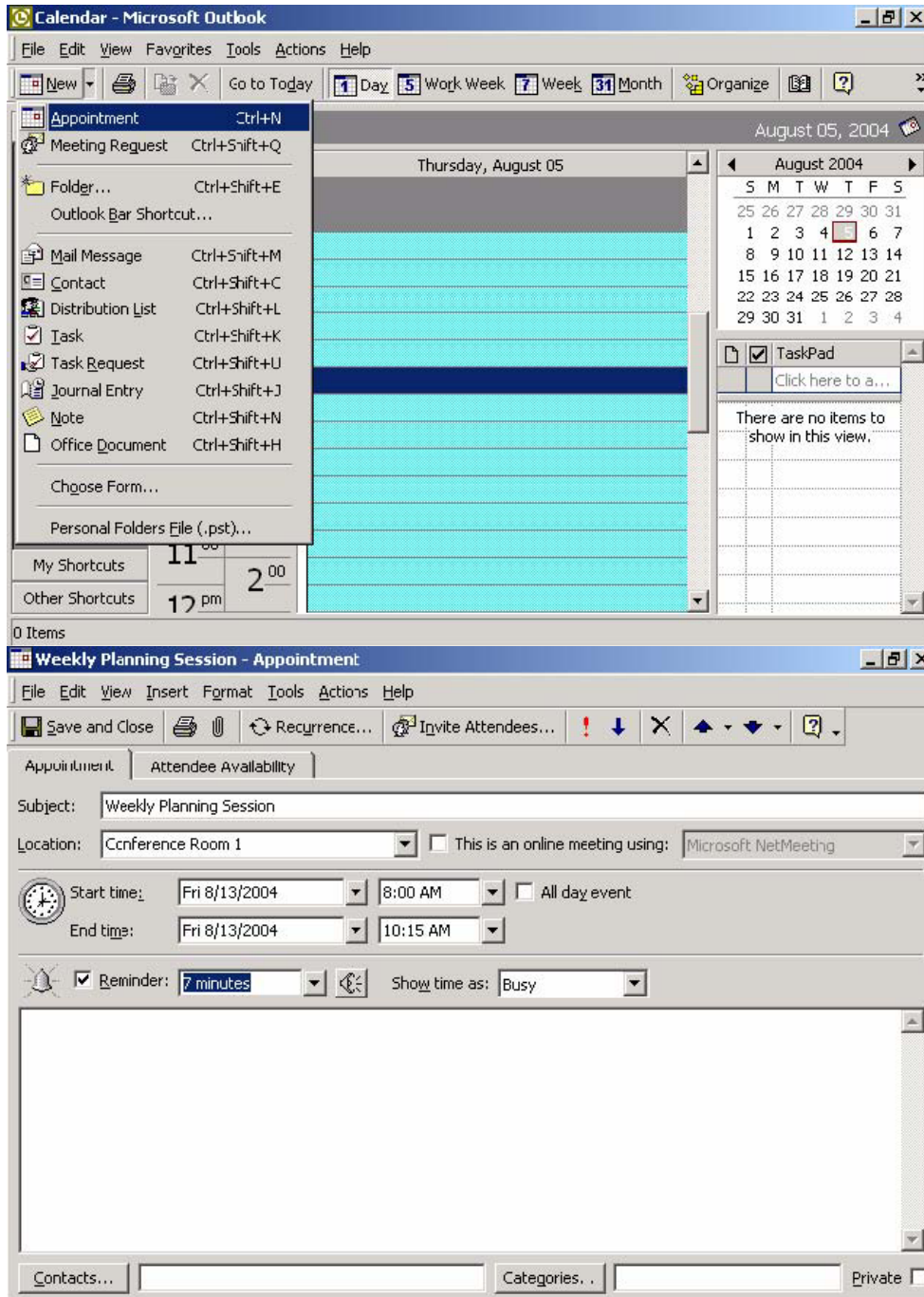


QUESTION 8

Open the E-mail messages with the subject Department Budget and save the attached spreadsheet using

the default name in the My Document folder.

Answer:



QUESTION 9

Create an appointment with the subject Weekly Planning Session that will be held in the Conference Room 1 on Tuesday, July 06, 2004. The meeting will begin at 8.00 am and will last for two hours and 15 minutes.

Set option to display a reminder 7 minute be the appointment begin.

Answer:

The screenshot shows the 'Sales Conference - Appointment' dialog box in Microsoft Outlook. The window has a title bar with the text 'Sales Conference - Appointment' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Actions', and 'Help'. A toolbar contains icons for 'Save and Close', 'Recurrence...', 'Invite Attendees...', a warning icon, a down arrow, a cancel icon, a zoom icon, and a help icon. The dialog is divided into two tabs: 'Appointment' (selected) and 'Attendee Availability'. The 'Appointment' tab contains the following fields: 'Subject' (Sales Conference), 'Location' (Lymn, Cheshire, UK.), a checkbox for 'This is an online meeting using:' (unchecked) with a dropdown menu showing 'Microsoft NetMeeting', 'Start time' (Fri 8/6/2004, 2:00 PM) with an 'All day event' checkbox, 'End time' (Fri 8/6/2004, 2:30 PM), a 'Reminder' section with a checked checkbox, a dropdown for '15 minutes', a speaker icon, and a 'Show time as:' dropdown set to 'Out of Office'. A large empty text area is located below these fields. At the bottom of the dialog are 'Contacts...' and 'Categories...' buttons, each followed by a text input field, and a 'Private' checkbox.

Sales Conference - Appointment

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees... ! ↓ × ↕ ?

Appointment Attendee Availability

Subject: Sales Conference

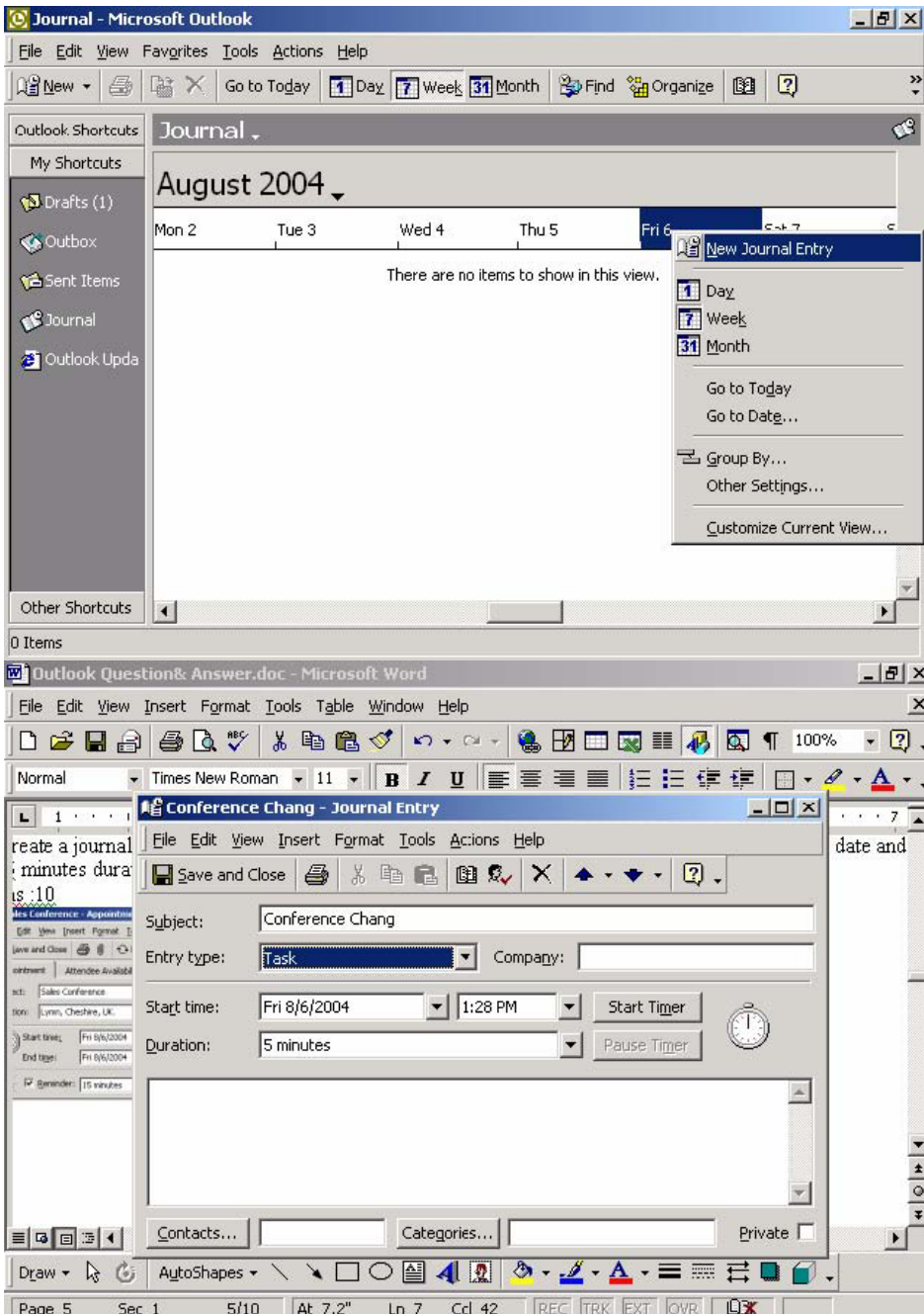
Location: Lymn, Cheshire, UK. ☐ This is an online meeting using: Microsoft NetMeeting

Start time: Fri 8/6/2004 2:00 PM ☐ All day event

End time: Fri 8/6/2004 2:30 PM

☒ Reminder: 15 minutes Show time as: Out of Office

Contacts... Categories... Private ☐



QUESTION 10

Create a five day event with the subject Sales Conference that will begin Tuesday, June 07, 2004 in Lymn, Cheshire, UK. Ensure that others viewing your calendar know you are out of the office during the event.

Create a journal entry with the subject Conference Chang using the Tasks entry type, the current date and time and a 5 minutes duration. (Do not enable automatic journaling)

Answer:

QUESTION 11

Create a new named Jose Pavarotti based upon the company information for the Francisco Chang Contact.

Filter the Contents folder so that only contacts assigned to the Business category are displayed. (Once the Contacts folder has been filtered, it will remain filtered until changed. The filter may need to be removed to answer other questions correctly.

Answer:

QUESTION 12

Assign the ideas category to the Evaluate E-learning Solutions task and change the view for the tasks folder so that the task are grouped by category. Once the view has been properly grouped, displayed only the ideas category.

Answer:

QUESTION 13

Create a new task with the subject office Automation that will begin on Friday, June 25, 2004 and must be completed within two days. Set the priority to high and add a reminder for tomorrow at 9.00am

Answer:

QUESTION 14

Find and open the message with the Subject Education Policy.

Once you have located the message, set a follow up flag that will be due on Monday, June, 28, 2004.

Answer:

QUESTION 15

Change that sort order of the messages in the Inbox to display by file size, with the largest messages at the top (Do not display additional columns).

Syamk - Contact

File Edit View Insert Format Tools Actions Help

Save and Close Print

General Details Activities Certificates All Fields

Full Name... Syamk

Job title:

Company:

File as: Syamk

Business

Home

Business Fax

Mobile

Address... Business

E-mail syamk@yahoo.com

Web page address:

☐ This is the mailing address

Syamk's Birthday

Contacts... Josephine Robert Categories... Private

Answer:

QUESTION 16

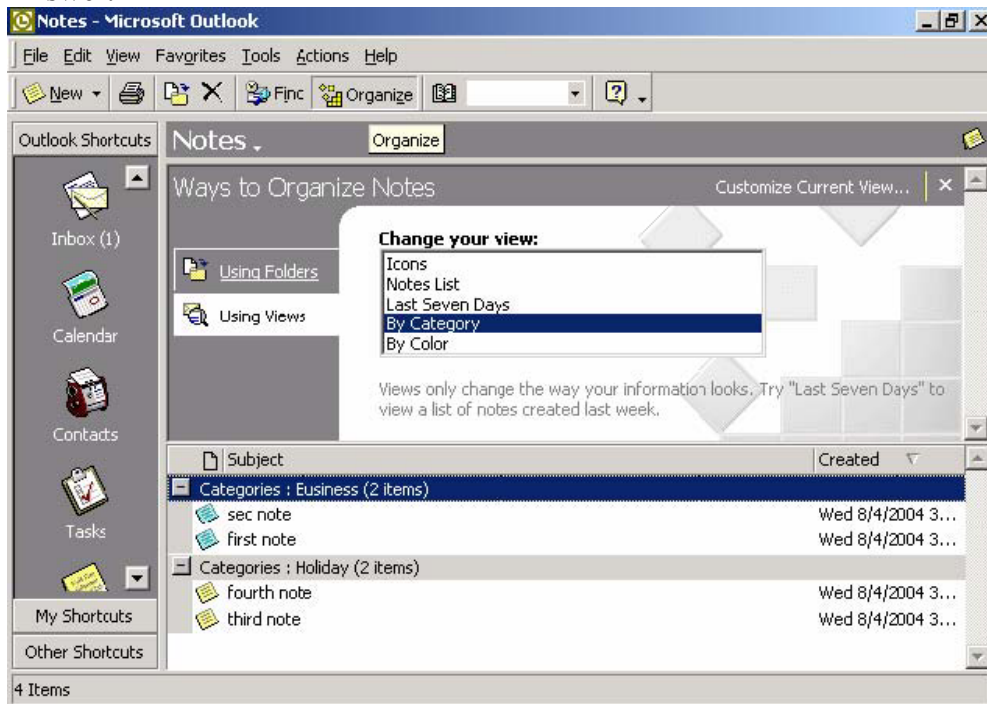
Use the Howard Snyder Company contact information to create a new contact for Jane Snyder. Modify the new Jane Snyder contact so that a birthday entry On July, 27 is automatically create in the calendar.

Answer:

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

Configure the notes folder so that new and existing notes are Auto Arranged and sorted.

Answer:

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:

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

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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:

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:

QUESTION 22

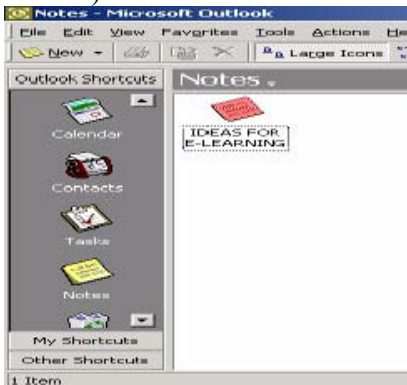
Create a new folder in the Human Resources folder named Employee Development, with a shortcut this new folder in the My shortcuts group.

Move the message with the subject Certification Benefits from the Human Resources folder into the new Employee Development.

Answer:

QUESTION 23

Create a note named Ideas for E- learning and associate the contact Maria Anders with this note. Change the note color to pink and close the note. Then drag the note icon to the Contact Icon on the Left Pane and this screen appears and go to Contacts button to add in Maria Anders(e.g: Josephine Robert).



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The screenshot shows a contact management application window with a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar. The 'General' tab is selected, displaying a contact card for 'Josephine Robert'. The card includes fields for Full Name, Job title, Company, File as, Address (Business), Business, Home, Business Fax, Mobile, E-mail, and Web page address. A checkbox 'This is the mailing address' is present. The contact was modified on 'Wed 8/4/2004 3:15 PM'. The contact is categorized as 'IDEAS FOR E-LEARNING' and is marked as 'Private'.

File Edit View Insert Format Tools Actions Help

Save and Close

General Details Activities Certificates All Fields

Full Name...
Job title:
Company:
File as:
Address...
Business
Business
Home
Business Fax
Mobile
E-mail
Web page address:
☐ This is the mailing address

Modified: Wed 8/4/2004 3:15 PM

IDEAS FOR E-LEARNING

Contacts... Josephine Robert Categories... Private ☐

Answer: