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# MOS-OXP

**Microsoft**

*Microsoft Outlook 2002 Core*

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**QUESTION 1:**

Describe the procedures for assigning the Personal category to an e-mail message. Assume you are currently viewing the contents of the Inbox folder. Select all that apply.

- A. Right click the message, and select Categories from the shortcut menu. Click the Personal check box, and click Ok.
- B. Open the message by double clicking it. Select Edit, Categories on the menu bar. Click the Personal check box, and click Ok.
- C. Select the message. Select Edit, Categories on the menu bar. Click the Personal check box, and click Ok.
- D. Select the message. Select File, Categories on the menu bar. Click the Personal check box, and click Ok

Answer: A, C

Explanation: The Tools menu does not contain the Categories command. When a message is open, the Categories command is not on the Edit menu. Answers A and C are the most common methods of assigning a category to a message.

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**QUESTION 2:**

Select all methods that can be used to open a message. Select all that apply.

- A. Left click the message and select Open from the shortcut menu
- B. Select the message, and perform a Ctrl-O on the keyboard.
- C. Right click the message and select Open from the shortcut menu.
- D. Select the message and press Enter on the keyboard.

Answer: B, C, D

Explanation: Answers B, C, and D are less familiar methods of opening a message. The most common method is to double click the message. Answer A is incorrect, as left clicking does not call up a shortcut menu.

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**QUESTION 3:**

Donald is reading a new message without opening it. How can he do this?

- A. The message is selected and he is reading it in the view pane.
- B. The message is selected and he is reading it in the inbox pane.
- C. The message is selected and he is reading it in the preview pane.
- D. The message is selected and he is reading it in the window pane.

Answer: C

## MOS-EXP

Explanation: If the Preview Pane is turned on, selected messages in the message pane can be read in the preview pane. The preview pane is turned on by selecting View, Preview Pane on the menu bar or by clicking the Preview Pane button on the Advanced toolbar.

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### **QUESTION 4:**

You have created a new mail message that you will send to a co-worker and you want to build and send an Excel worksheet along with the message. How can you accomplish this task without separately launching Excel?

- A. Select File, New, Office Document on the menu bar. When the New Office Document dialog box displays, double click the Excel program icon
- B. Select Tools, Office Document on the menu bar. When the New Office Document dialog box displays, double click the Excel program icon
- C. Select New, Excel Workbook on the menu bar. When the New Excel Workbook dialog box displays, double click the Excel worksheet icon.
- D. Select File, New, Excel document on the menu bar. When the New Excel Document dialog box displays, double click the Excel worksheet icon.

Answer: A

Explanation: After executing the commands in Answer A, a dialog box displays asking you if you want to Post the document in this folder or Send the document to someone. When you select Send the document to someone, a new message window appears with a second Document window behind it containing the specified MS Office file such as Excel, Word, or PowerPoint.

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### **QUESTION 5:**

When a task has been marked as completed by placing a check mark in the task, how does the task Subject and Due Date appear in the Tasks folder?

- A. A single line goes through the task
- B. A double line goes through the task
- C. That task disappears
- D. The task becomes bold

Answer: A

Explanation: When a task is marked as completed, a single line goes through the task and the % of Completion is changed to 100%. A task is created by selecting the Tasks folder from the folder list and selecting the New Task button on the toolbar. Tasks are usually assigned to other people who can either Accept or Reject

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## MOS-OXP

### QUESTION 6:

Pick the most efficient way to add a contact to a category.

- A. Select the contact from the Contacts folder, select View, Categories on the menu bar, select the desired category and click Ok.
- B. Select the contact from the Contacts folder, select Tools, Categories on the menu bar, select the desired category and click Ok.
- C. Select the contact from the Contacts folder, select File, Categories on the menu bar, select the desired category and click Ok.
- D. Right click the contact from the Contacts folder, select Categories from the shortcut menu, check the desired category, and click Ok.

Answer: D

Explanation: Answers A, B, and C have erroneous menu commands. The Edit menu is used to display the Categories dialog box. In this case, D is the most efficient way to add a contact to a category.

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### QUESTION 7:

Select all of the methods that can be used to create a new appointment. Select all that apply.

- A. Select the Inbox folder from the folder list. Select the dropdown arrow on the New Message toolbar button and select New Appointment on the dropdown list.
- B. Select the Calendar folder from the folder list, and click the New Appointment button on the toolbar. Click the 1-Day button on the toolbar and double click a time block.
- C. Select Inbox from the folder list. Click the 1-Day button on the calendar toolbar. Double click a time block in the calendar.
- D. Perform a Ctrl-Shift-A on the menu bar.

Answer: A, B, D

Explanation: Although Answer A is a little inefficient, it would still work. Answer C would not work as the appointment toolbar does not display when the Inbox folder is selected. Answers B and D are the two most common ways to create a new appointment.

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### QUESTION 8:

You currently have a message open. What is the correct menu bar sequence to save the message as a text only file to the disk in drive A:?

- A. Select File, Save As on the menu bar. Select the 3 1/2 Floppy (A:. option from the Look in drop down list at the top of the Save As dialog box. Select Text Only (\*.txt. from the Save as type dropdown list. Click the Save button.



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