

Exam 77-884

Outlook 2010

Manage the Outlook environment (15–20%)

- Apply and manipulate Outlook program options
 - Set general, mail, calendar, tasks, notes and journal, advanced, and language options
 - Manipulate item tags
 - Categorize items, set flags, set sensitivity level, mark items as read or unread, and view message properties
 - Arrange the Content pane
 - Show or hide fields in a list view, change the reading view, and use the Reminders window and People pane
 - Apply search and filter tools
 - Use built-in Search folders
 - Print an Outlook item
 - Print attachments, calendars, multiple messages, multiple contact records, tasks, and multiple notes
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Create and format item content (25–30%)

- Create and send email messages
 - Specify a message theme; specify plain text, rich text, or HTML message content format; show or hide the From and Bcc fields; set a reminder for message recipients; specify the sending account; specify the sent item folder; configure message delivery options; configure voting and tracking options; and send a message to a contact group
- Create and manage Quick Steps
 - Perform, create, edit, delete, and duplicate Quick Steps, reset Quick Steps to default settings
- Create item content
 - Insert graphical elements, insert a hyperlink
- Format item content
 - Use formatting tools, apply styles, create styles and themes, use Paste Special, and format graphical elements
- Attach content to email messages
 - Attach an Outlook item, attach external files
- Clean up the mailbox
 - View mailbox size, save message attachments, save a message in an external format, ignore a conversation, and use clean-up tools
- Create and manage rules

- Create, modify, and delete rules
- Manage junk mail
 - Allow a specific message (Not junk) and filter junk mail with Never Block Sender, Never Block Sender's Domain, Never Block this Group or Mailing List, and Block Sender
- Manage automatic message content
 - Manage signatures, specify the font for new HTML messages, plain-text messages, specify options for replies and forwards, and set a default theme for all HTML messages, stationery, and fonts

Manage contacts (15–20%)

- Create and manipulate contacts
 - Modify a default business card, forward a contact, and update a contact in the address book
- Create and manipulate contact groups
 - Create a contact group, manage contact group membership, show notes about a contact group, forward a contact group, delete a contact group, and send a meeting to a contact group

Manage calendar objects (15–20%)

- Create and manipulate appointments and events
 - Set appointment options, print appointment details, forward an appointment, and schedule a meeting with a message sender
- Create and manipulate meeting requests
 - Set response options, update a meeting request, cancel a meeting or invitation, and propose a new time for a meeting
- Manipulate the Calendar pane
 - Arrange the calendar view, change the calendar color, display or hide calendars, and create a calendar group

Work with tasks, notes, and journal entries (5–10%)

- Create and manipulate tasks
 - Create a task, manage task details, send a status report, mark a task as complete, move or copy a task to another folder, assign a task to another Outlook user, accept or decline a task assignment, update an assigned task, and use Current view
- Create and manipulate notes
 - Create a note, change the current view, and categorize notes
- Create and manipulate Journal entries
 - Automatically record Outlook items, automatically record files, and edit a Journal entry