

Test question 1

Where do you find the button that opens the Outlook Options dialog box? (Pick one answer.)

1. In the **Layout** group on the **View** tab of the ribbon.
2. On the Windows **Start** menu.
3. In the left pane in Backstage view.
4. On the Quick Access Toolbar.

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have shown that most people do not read every word in a list of directions but instead look for the main words of the sentence that indicate what needs to be done Therefore we decided to bold the Outlook keywords to visually break up large amounts of text and to make following the steps much easier and faster For example if the sentence states From theToolsmenu click theOptionsbutton you can easily glance over that sentence and see the wordsToolsfollowed byOptionsand know what to do without reading each word of the sentence Bold dialog form elements Many times an item on the form is named as a fragment so it makes reading the sentence that refers to it difficult As an example one option on the Options dialog box states Send immediately when connected Therefore for the reader to more easily discern the name of the option from our descriptive text the option text always appears in bold for example Turn on the option labeledSend immediately when connected Keyboard combination When the reader needs to press multiple keys to carry out a function the specific text typically shown on the keys is shown in bold Therefore if you need to hold the Ctrl button while pressing the letter n the text would read Press theCtrl Ncombination Author Feedback As authors we both have always strived to put our readers first To that end you ll often find us in the various Exchange and Outlook support forums and newsgroups helping users find the answers they re searching for In addition we ve set up a Web site specifically for supporting this book <http://www.OutlookHacks.com> Therefore if you have any questions about this book please feel free to drop by our Web site and post a question comment In addition as with any FAQ this book will continue to grow as the Outlook product matures and as readers send in questions Therefore please feel free to send in questions answers that you feel should be in our next edition The only thing we ask for is a bit of patience in terms of our response Our Exchange Outlook training courses and customization services have proven to be extremely popular which means that we re often at client sites all around the world Therefore we will always respond as quickly as we can but sometimes this can mean a delay of a day or two in getting a reply to your comment or question Copyright Pearson Education All rights reserved **Microsoft Office Outlook 2010** Gary B. Shelly,2010-09-01 Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books For the past three decades the Shelly Cashman Series has effectively introduced computer skills to millions of students With Outlook 2010 we re continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today s students In MICROSOFT OUTLOOK 2010 INTRODUCTORY International Edition you ll find features that are specifically designed to engage students improve retention and prepare them for future success Our trademark step by step screen by screen approach now encourages students to expand their understanding of the Outlook 2010 software through experimentation exploration and planning ahead End of chapter exercises prepare students to become more capable software users by requiring them to use critical thinking and problem solving skills to create real life documents giving them skills to use in both their personal and professional lives Microsoft Outlook 2000 Sherry Kinkoph,1999 **Exam 77-884 Microsoft Outlook 2010 High School Version with WileyPLUS Card Set** Microsoft

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