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Score Report

Thank you for taking this test.

For interpretation of your test score, please contact your Test Administrator.

Test Results for: Jalmy Aquino

Company Name: Bond Street Group

Test Administrator / Recruiter's Email: resume@bondstreetgroup.com

Test Name: Microsoft Outlook 2010

Test Date: 10/22/2015

Elapsed Time: 00:22:18

Questions Correct: 29 out of 30

Percent Correct: 97%

Percentile Ranking: 90

Global Average: 74%

Test Description

Microsoft Outlook 2010 is a comprehensive personal information application, which combines Internet/Interoffice e-mail, a calendar and task list, address book and contact information, and notes and journals. Outlook is used to handle communication as well as organize information for individuals. It is part of Microsoft Office 2010.

This test is designed for anyone who uses Outlook for their e-mail communication. This test assesses the user's ability to use common functions such as sending email and adding contacts as well as more advanced functions including arranging meetings and creating tasks. Topics include Application Features, Calendar, Contacts, E-mail, Notes and Tasks.

Tests for Microsoft Excel 2010 and Microsoft Word 2010 are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

Please click [here](#) to close this window.

Microsoft Outlook 20prove It Test Answers

Just the Facts101



Microsoft Outlook 2003 Improve It Test Answers:

Exam 77-884 Microsoft Official Academic Course, 2011-10-25 The Outlook Answer Book Tom Archer, Brian Delahunty, 2005

Annotation Preface Why Another Book on Outlook Many dozens of books have been written about using the Microsoft Outlook product Although many of these books are very good none of them provided the key element that we as authors wanted to focus on with this book providing a means by which a reader could open the book and very quickly locate an answer to a question This is because most Outlook books are tutorial in nature with each chapter designed to be read from beginning to end But what if you simply have a question about a given feature and don't have the time or inclination to read through an entire chapter or paragraph searching for the answer This is how we came up with the idea of producing an Outlook book in FAQ Frequently Asked Questions format The FAQ format made popular in online material enables the reader to more quickly skim the table of contents or a chapter to locate the needed question answer without having to read through a lot of unrelated material In fact in a usability study in which Outlook users were given several books from which to find answers to common Outlook questions the users found the answer three times faster using the FAQ format Therefore feel free to skim the table of contents we're sure you'll find that it's much easier and faster than ever to find just the information you're looking for

Conventions Used in This Book To make the book and specifically the steps to solving each issue more readable the book employs the following conventions Text that you enter Anytime you see text that is underlined this represents text that you are to enter verbatim We chose this method instead of using quotation marks around the text because that's always misleading in terms of whether the reader is to actually type in the quotation marks By underlining the text you can see exactly what you need to type Bold keywords in step by step instructions Studies 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 the Tools menu click the Options button you can easily glance over that sentence and see the words Tools followed by Options and 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 labeled Send 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 the Ctrl N combination

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

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In some sort of used by monitors and the ceaseless chatter of instant connection, the melodic splendor and psychological symphony produced by the published word frequently diminish in to the back ground, eclipsed by the relentless sound and disruptions that permeate our lives. But, situated within the pages of **Microsoft Outlook 20prove It Test Answers** a wonderful fictional treasure full of fresh emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, that fascinating masterpiece conducts readers on a psychological trip, skillfully unraveling the hidden melodies and profound influence resonating within each cautiously crafted phrase. Within the depths of this emotional review, we can discover the book is main harmonies, analyze its enthralling writing fashion, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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