

Name: _____ Date: _____

Quiz 1: Outlook 2007

1. When setting up an account on Outlook 2007, the outgoing mail server for the Inoproducts.com would be
 - a. smtp.Inoproducts.com
 - b. pop3.Inoproducts.com
 - c. email.Inoproducts.com
 - d. mail.Inoproducts.com
2. We typically _____ the manually configure server settings or additional server types checkbox when setting up a new account.
 - a. check
 - b. uncheck
 - c. circle
 - d. encircle
3. A(n) _____ server is Microsoft's machine for distributing e-mail.
 - a. DHCP
 - b. POP5
 - c. Exchange
 - d. SMTB
4. After setting up a new account, we use the _____ to evaluate the functionality of the connection.
 - a. Ping the POP7 server button
 - b. Nslookup SMTP button
 - c. Evaluate the email server button
 - d. Test account settings button
5. Many web servers need to have the _____ and _____ ports identified to link with the Outlook account. (circle 2)
 - a. POP5
 - b. POP3
 - c. POP1
 - d. SMTP
6. RSS stands for
 - a. Really Super Standards
 - b. Real Syndication for Students
 - c. Really Straightforward Syndication
 - d. Really Simple Syndication
7. Press releases sent to an email address by a corporation is called
 - a. SFR Feeds
 - b. RSS Feeds
 - c. SSR Feeds
 - d. SRS Feeds
8. Calendars can be sent to a group by email and show our schedule by specific dates.
 - a. True
 - b. False
9. Another way to enter the scheduling calendar is to select the _____ by way of the Menu bar
 - a. To do bar
 - b. To do menu
 - c. To do bridge
 - d. Insert bar
10. We can view the calendar in Outlook 2007 by selecting tabs to see (circle all that are correct)
 - a. Year
 - b. Month
 - c. Week
 - d. Day
11. An option under the Spelling tab will allow us to annotate a checkbox to check spelling before sending the email.
 - a. True
 - b. False

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12. The day schedule in Outlook 2007 has _____ entries for each hour.
a. 4 b. 3 c. 2 d. 1
13. There are _____ basic colors for visually prioritizing tasks when we initialize our account.
a. 4 b. 5 c. 6 d. 8
14. A person's email in this textbox will receive a copy of the email.
a. Attach b. XCC c. Subject d. CC
15. The day schedule in Outlook 2007 begins at
a. 8 am b. 6 am c. 1 am d. 12 midnight
16. A person's email in this textbox will receive a copy of the email and the other individuals getting a copy will not know.
a. To b. BCC c. Subject d. CC
17. Like a formal letter with an opening, body and a closing, professional emails have ____ sections.
a. 0 b. 1 c. 2 d. 3
18. The symbol for attaching a file to a email is a
a. Envelope b. Folder c. String d. Paperclip
19. When editing the Color Categories, we can rename the meaning of the shade and add a _____ to quickly apply colors when entering a item on the schedule.
a. Binding key b. Shortcut key c. Gold key d. Silver key
20. Contacts can be viewed by (circle all that apply)
a. By phone list b. Company c. Category d. Business card
21. LAN Managers should email their supervisor and their subordinate technicians their weekly schedules once a week.
a. True b. False
22. When training a new employee to use Outlook 2007, we should practice _____ and _____ e-mails before we certify them as ready to independently use their account.
a. Deleting b. Receiving c. Sending d. Erasing
23. A new employee should have multiple _____ in their Inbox to organize their email by project, customer, or event.
24. A new employees account should contain a(n) _____ that has their supervisor, customers, and other important contact information.
25. When setting up a new employee email account, it should have a _____ and _____ loaded, so they can instantly access their email when they are logged into their Outlook account.