KTest

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問題集

Exam : **MOS-O2K**

Title : Microsoft Outlook 2000 Exam

Version : Demo

1.Find and open the message with the subject Education Policy. One you have located the message, set a follow up flag that will be due on Monday, June 28, 2004

Answer:

2.Create and display a new Outlook Bar group named Public Shortcuts. In this new group Create shortcut to the Public folder named Customers Issues and to the file system folder name my documents.

Answer:
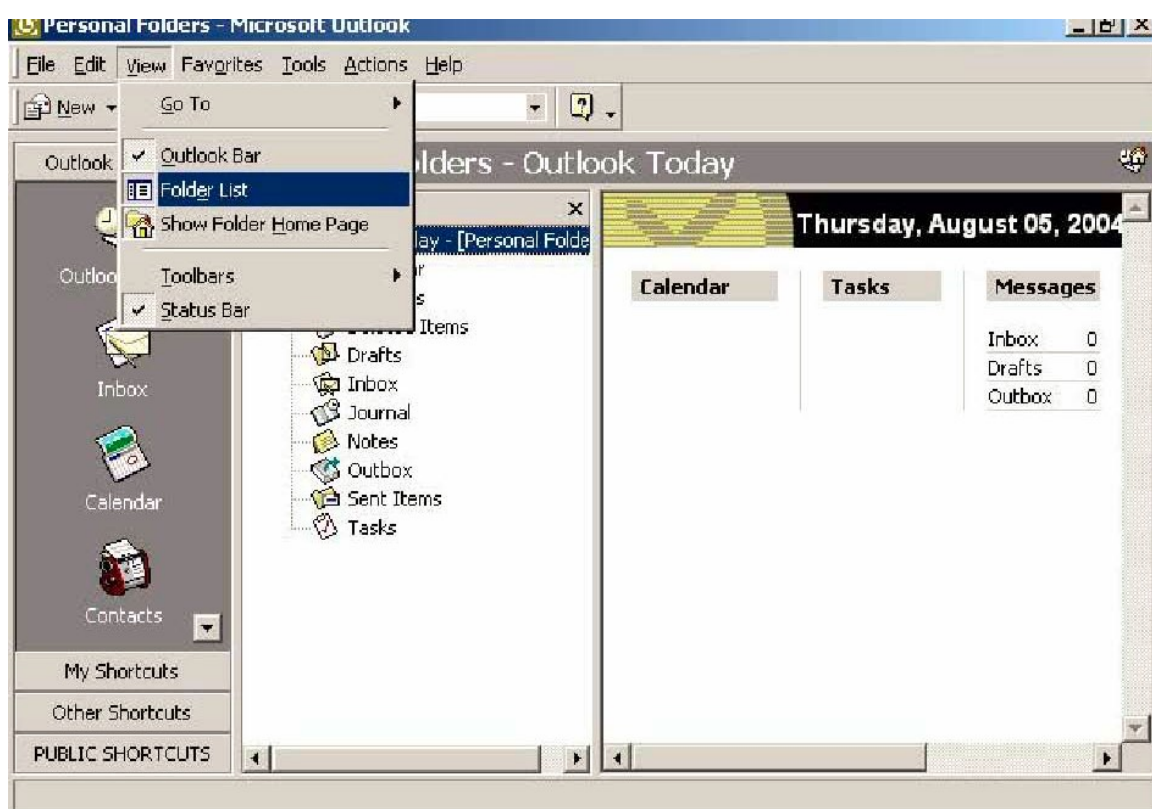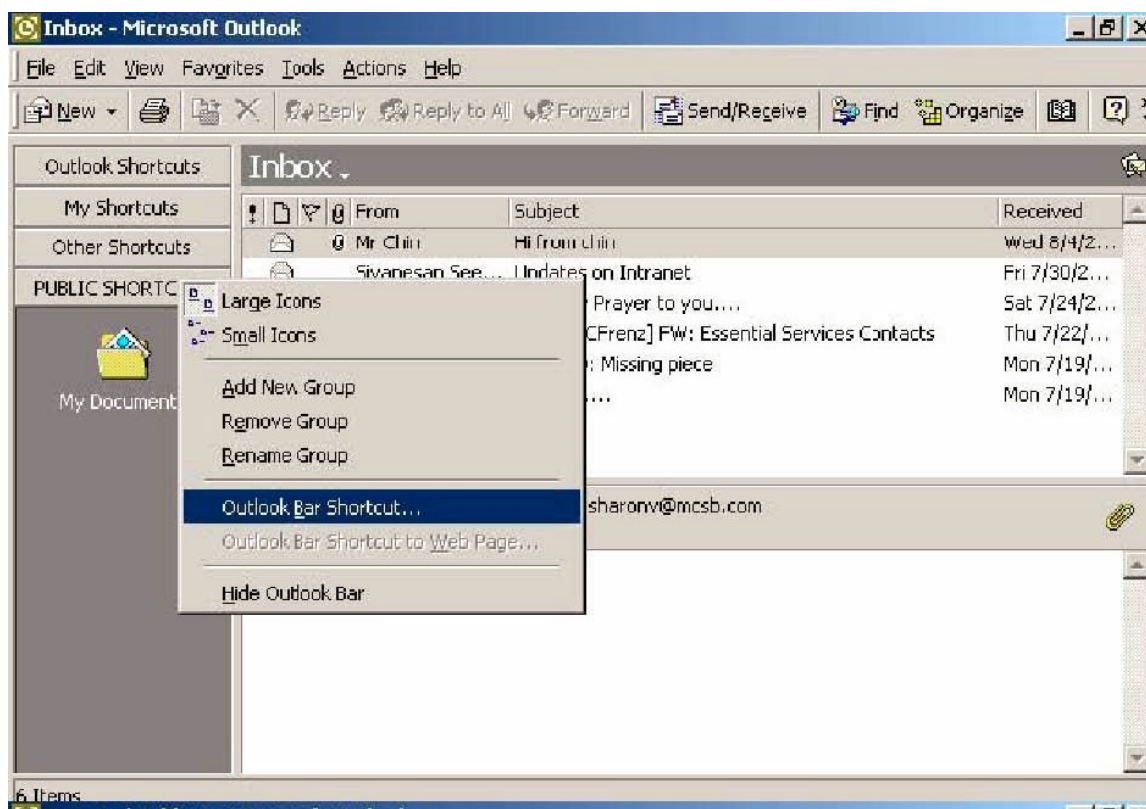
3.Change the order of the message in the Inbox so they are displayed first by sender in ascending order, and then by the date received in descending order. Filter the messages in the Inbox so that only messages with the word class in the subject field are displayed.

Answer: