Question 1

Forward the e-mail message from Rob Wilson to SelinaKyle@mym.com Do not open the message.
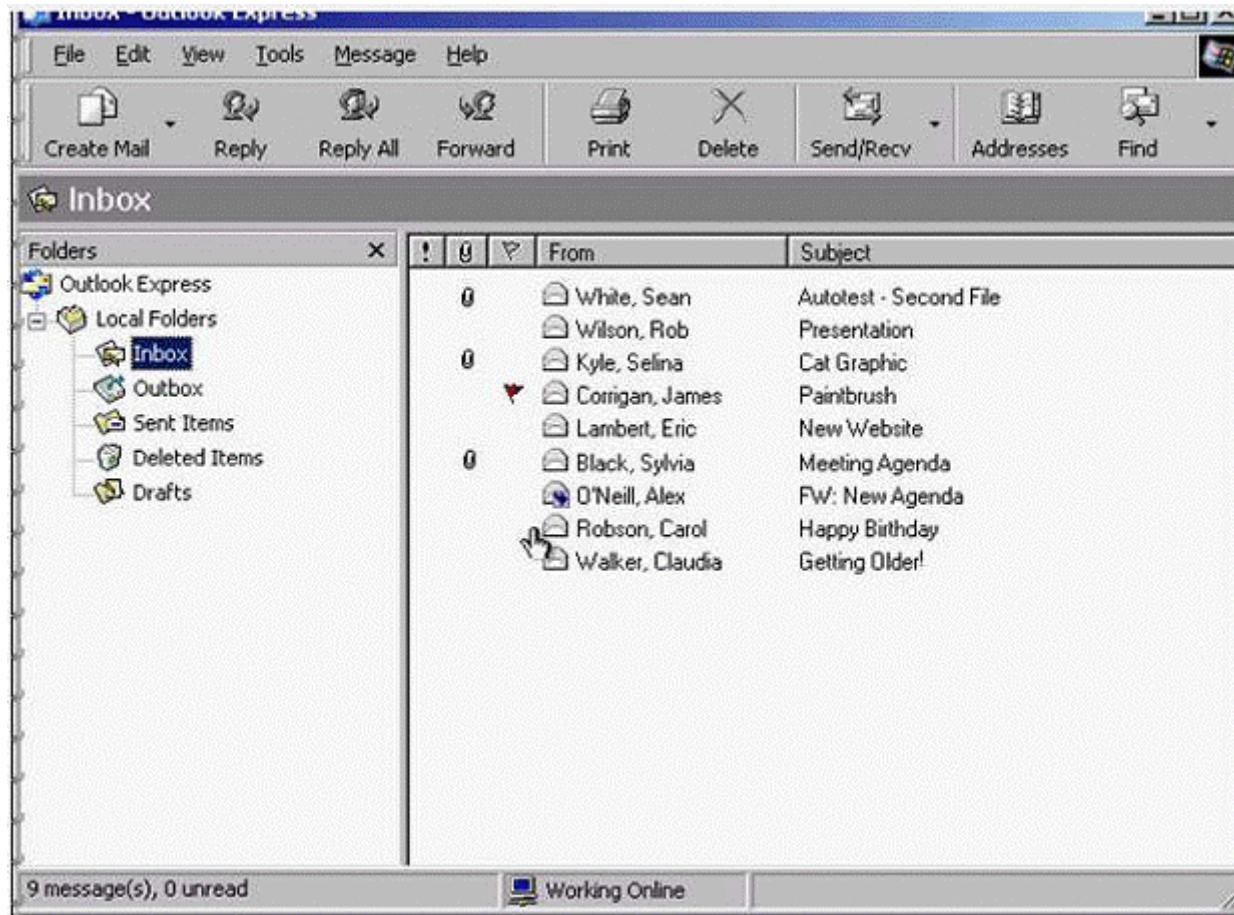
Send the message immediately when you have finished.

Options:

A- Select rob Wilson message -> click on forward button -> in the To box type SelinaKyle@mym.com -> click send
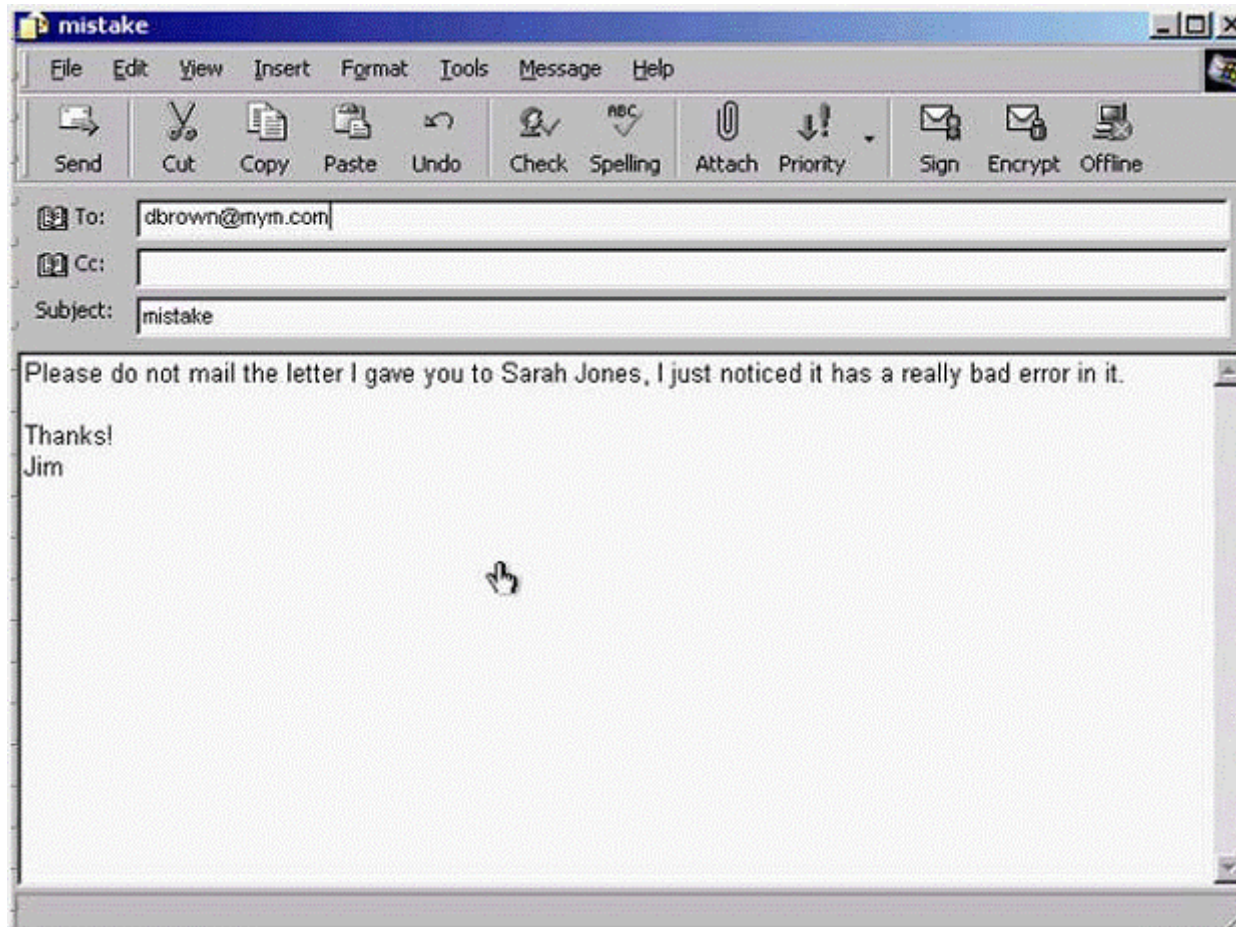
Answer:

A

Question 2

Question Type: MultipleChoice

Change the priority for this message to High.

mistake

File   Edit   View   Insert   Format   Tools   Message   Help

Send   Cut   Copy   Paste   Undo   Check   Spelling   Attach   Priority   Sign   Encrypt   Offline

To: dbrown@mym.com

Cc:

Subject: mistake

Please do not mail the letter I gave you to Sarah Jones, I just noticed it has a really bad error in it.

Thanks!
Jim

Options:

A- From the priority drop down list select high priority

Question 3

Question Type: MultipleChoice

Attach the file Accounts.xls to this message.

New Message

File Edit View Insert Format Tools Message Help

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline

To: psmith@mym.com

Cc:

Subject:
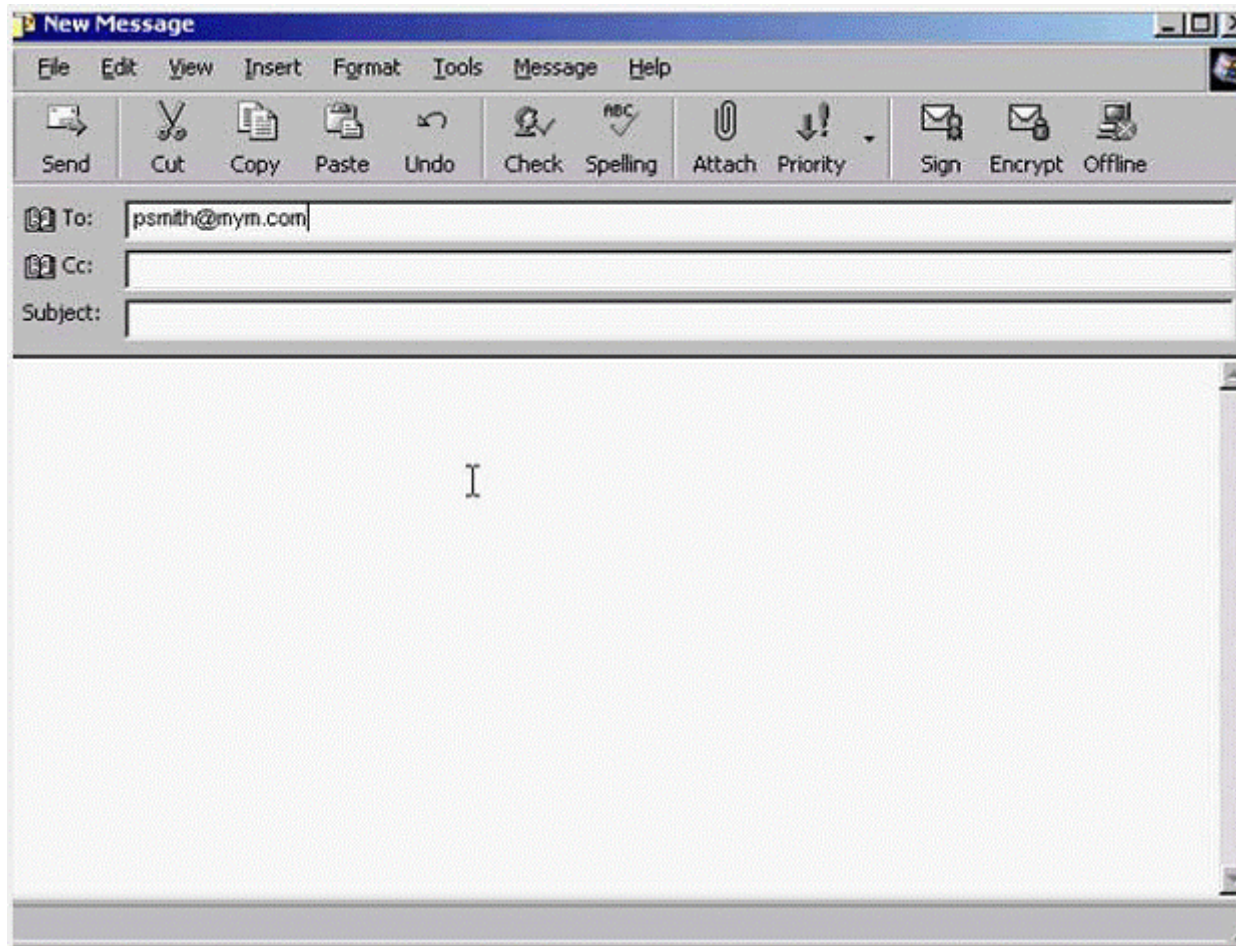
This file is in the My Documents folder.

Options:

A- Click on the attach button -> select my documents -> select Accounts.xls -> click attach

Answer:

A

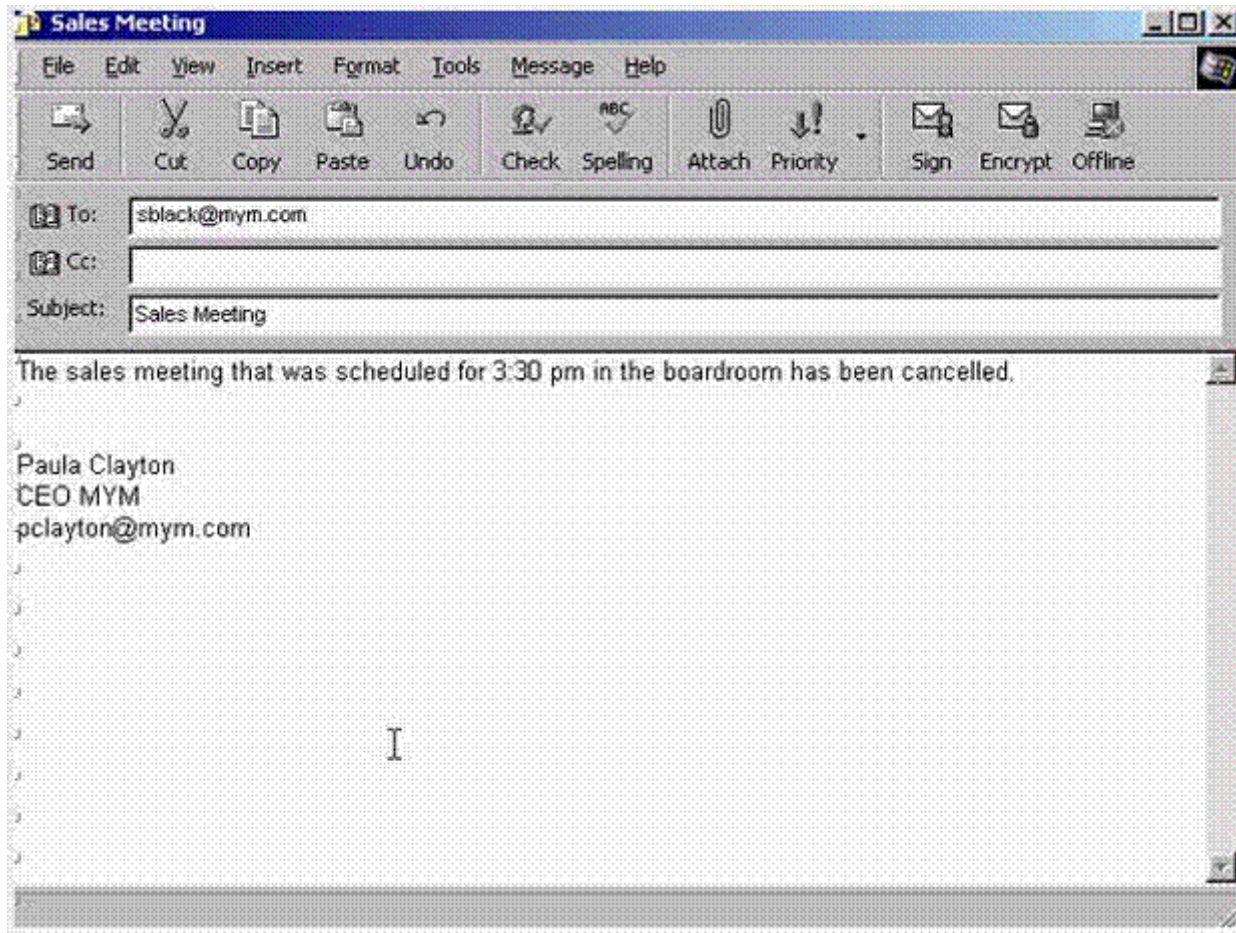# Question 4

Question Type: MultipleChoice

Send a carbon copy of this message to SeanWhite@mym.com. Send the message immediately when you have finished.

Options:

A- In the Cc box type Sean Whete@mym .com -> click send
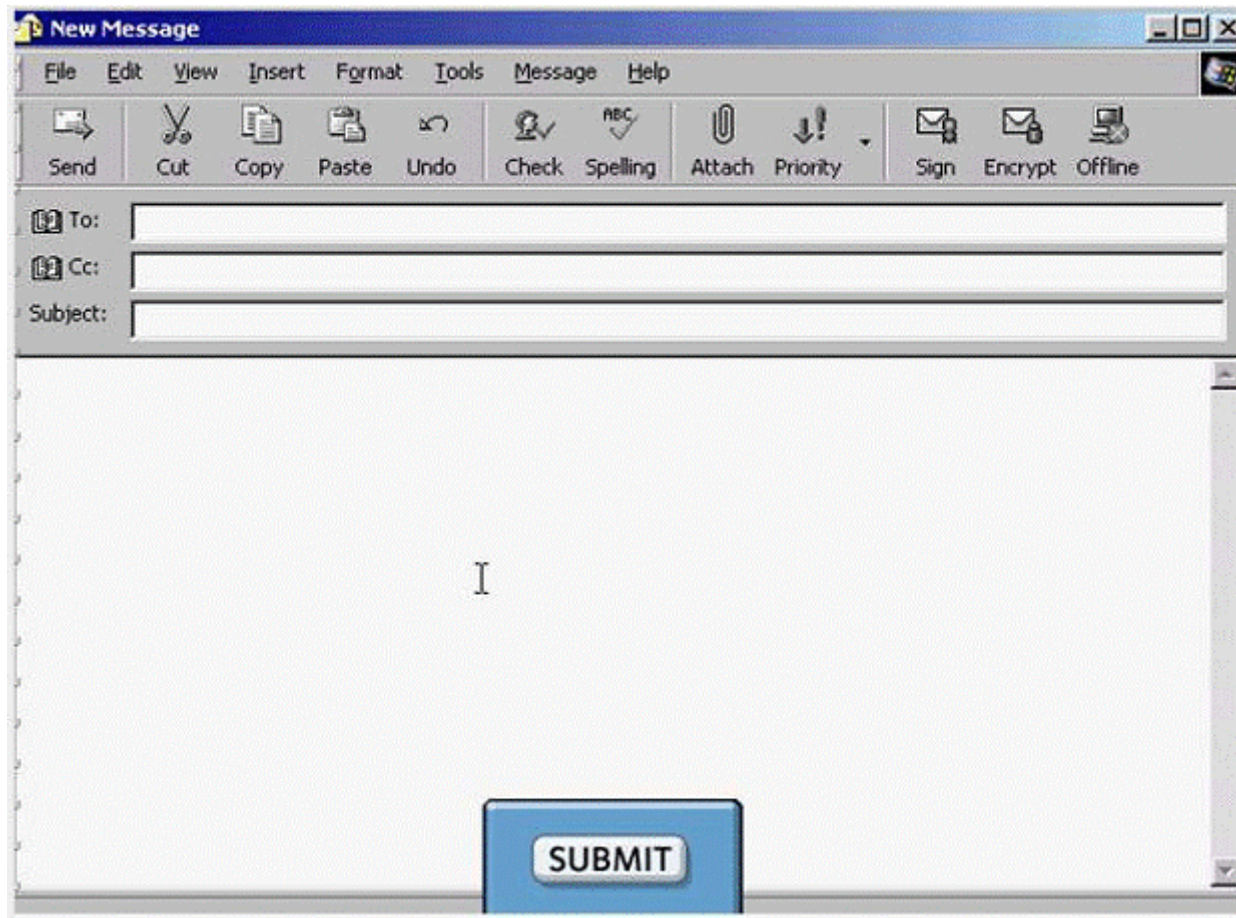
Question 5

Question Type: **MultipleChoice**

Make bjones@mym.com the main recipient of this e-mail message. Click the SUBMIT button when you have finished.

New Message

File Edit View Insert Format Tools Message Help

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign Encrypt Offline

To:

Cc:

Subject:

SUBMIT

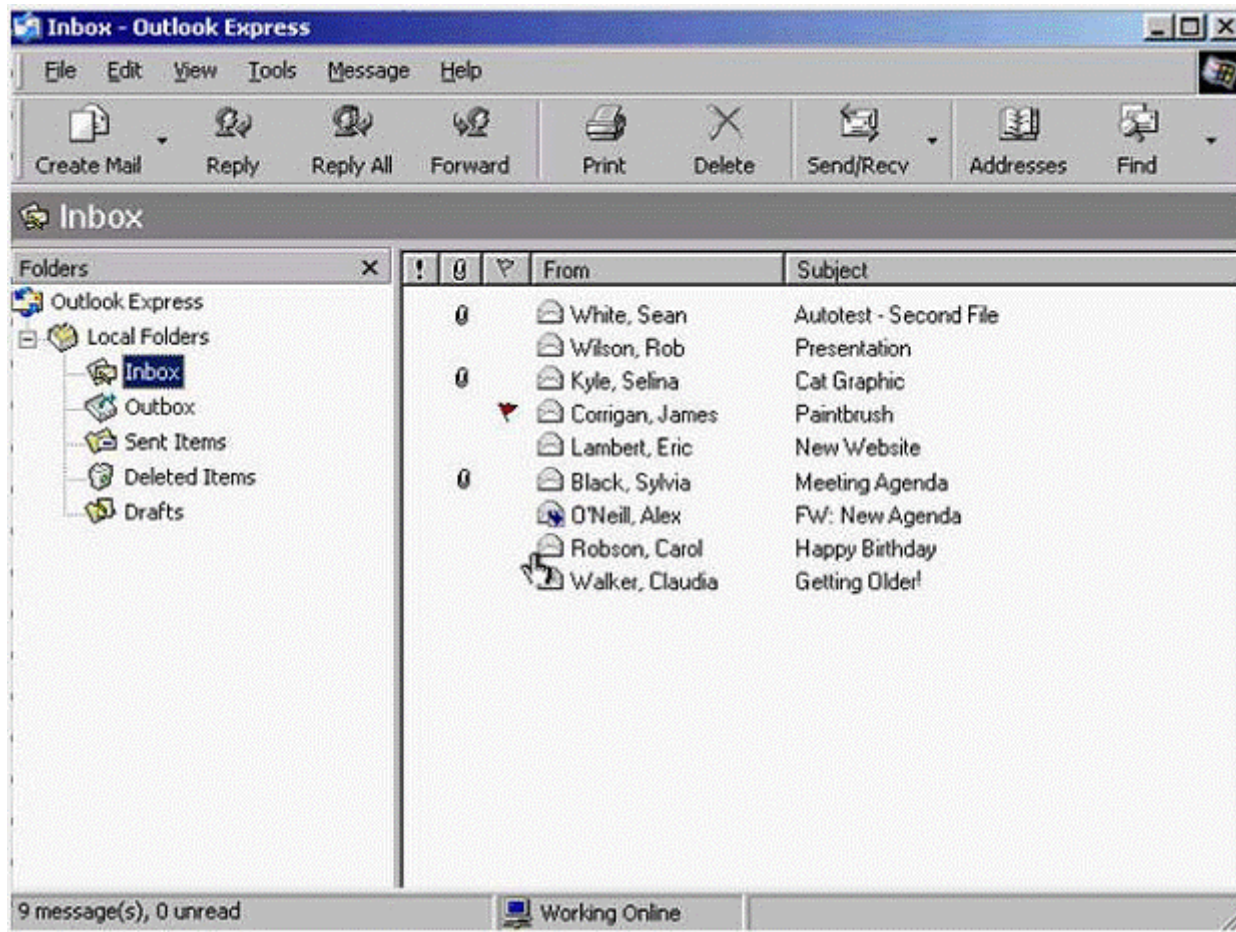## Options:

A- In the To box type bjones@mym.com -> click submit

Question 6

Question Type: MultipleChoice

Change the application settings so that when you reply to messages, the original message does not display.

Options:

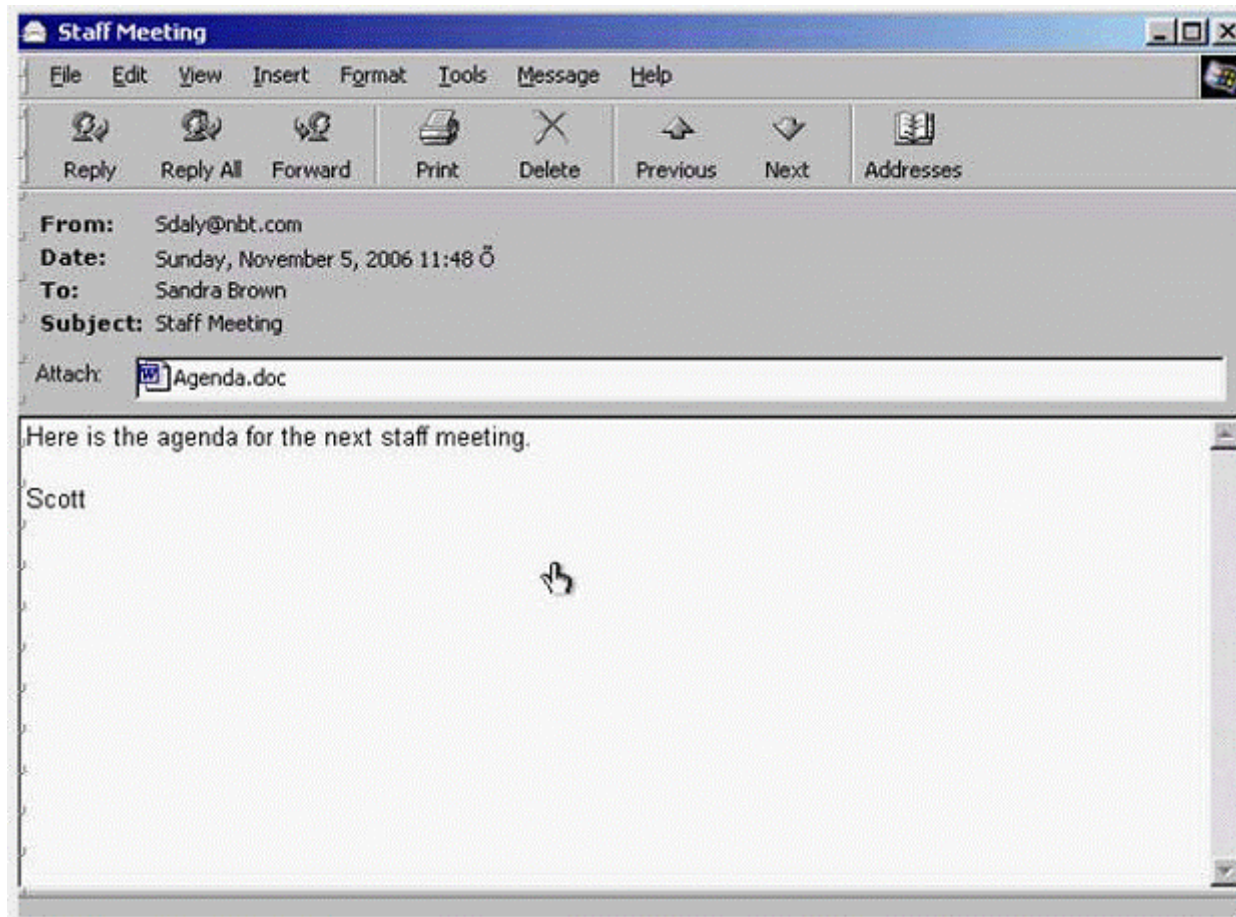**A-** Tools -> options -> select send tab -> uncheck the include message in reply -> ok

Question 7

Question Type: MultipleChoice

Without opening this attachment, save it onto the Desktop of this computer.

Staff Meeting

File Edit View Insert Format Tools Message Help

Reply Reply All Forward Print Delete Previous Next Addresses

From: Sdaly@nbt.com
Date: Sunday, November 5, 2006 11:48 Õ
To: Sandra Brown
Subject: Staff Meeting

Attach: Agenda.doc

Here is the agenda for the next staff meeting.

Scott

Options:

A- Right click on the Agenda.doc select save as -> select desktop -> save

Question 8

Question Type: MultipleChoice

Remove the Flag heading from the Inbox.

Inbox - Outlook Express

File   Edit   View   Tools   Message   Help

Create Mail | Reply | Reply All | Forward | Print | Delete | Send/Recv | Addresses | Find

Inbox

Folders	×
Outlook Express	
Local Folders	
Inbox	
Outbox	
Sent Items	
Deleted Items	
Drafts	

!	0	▽	From	Subject
	0		White, Sean	Autotest - Second File
			Wilson, Rob	Presentation
	0		Kyle, Selina	Cat Graphic
		⚑	Corrigan, James	Paintbrush
			Lambert, Eric	New Website
	0		Black, Sylvia	Meeting Agenda
			O'Neill, Alex	FW: New Agenda
			Robson, Carol	Happy Birthday
			Walker, Claudia	Getting Older!

9 message(s), 0 unread   Working Online

Options:

A- View -> columns -> uncheck flag -> ok

Question 9

Question Type: **MultipleChoice**

Close the e-mail message that is currently open.

Staff Meeting

File　Edit　View　Insert　Format　Tools　Message　Help

Reply　Reply All　Forward　Print　Delete　Previous　Next　Addresses

From:　Sdaly@nbt.com
Date:　Sunday, November 5, 2006 11:48 Õ
To:　Sandra Brown
Subject:　Staff Meeting

Sandra,

Reminder that the staff meeting is tomorrow at 2pm in the board room

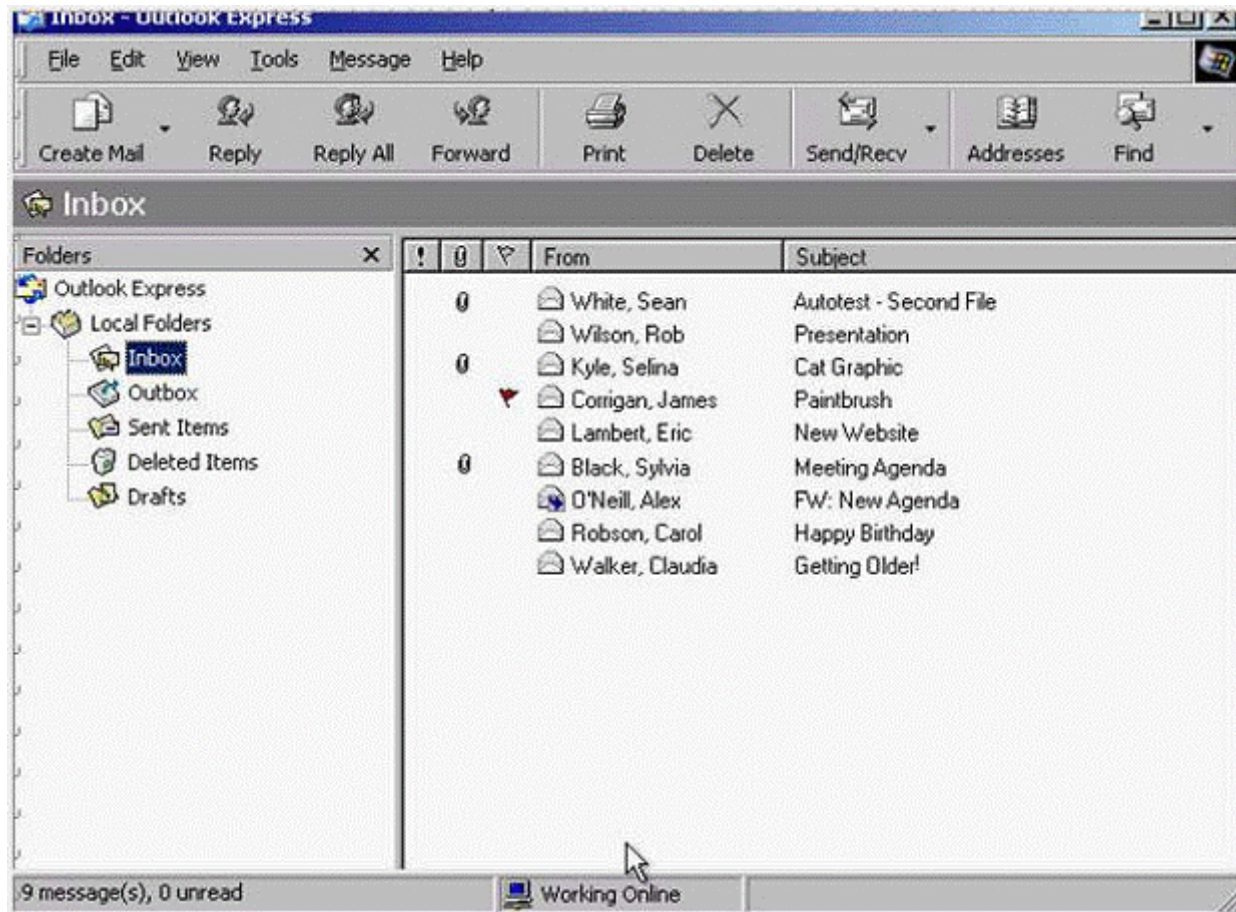Scott
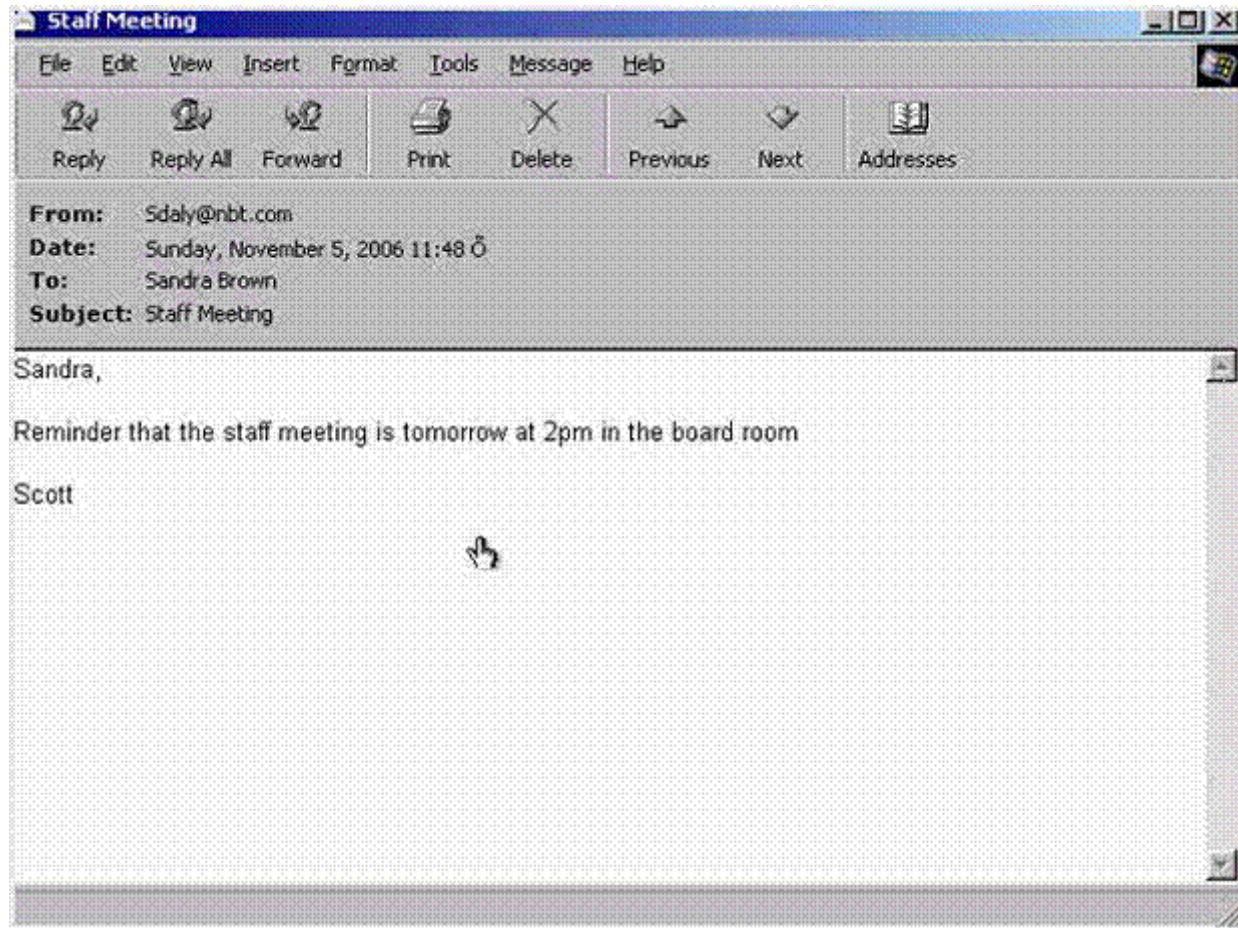
Options:

A- Click on close from the title bar

Question 10

Question Type: **MultipleChoice**

Open the e-mail message from Selina Kyle.

Options:

A- Double click on the Selina Kyle message

Question 11

Question Type: **MultipleChoice**

An Internet tool that enables you to quickly find information on the Web is called:

Options:

A- a Uniform Resource Locator.

B- a Search Engine.

C- a Find Wizard.

D- Online Help.

Answer:

B