

Outlook 2007 Sample Test Questions

Sample Questions

1. Perform the steps to create a new message.
2. Open the email from Danielle with the subject "Monthly Report".
3. Compose the following email and send it when you are finished to:
training@abccompany.com
 - a. Subject: Your Classes
 - b. Message: Love it! Keep up the good work!
4. Forward the selected message from Danielle to mike@abccompany.com. Do not change the message in any way. Send it when complete.