EDUSUM
#1 Online Certification Guide

MICROSOFT MO-400

Microsoft Outlook Associate (Office 2019) Certification Questions & Answers

Exam Summary – Syllabus –Questions

MO-400
Microsoft Office Specialist - Outlook Associate (Office 2019)
40-60 Questions Exam – 700 / 1000 Cut Score – Duration of 60 minutes

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Know Your MO-400 Certification Well:

The MO-400 is best suitable for candidates who want to gain knowledge in the Microsoft 365. Before you start your MO-400 preparation you may struggle to get all the crucial Outlook Associate (Office 2019) materials like MO-400 syllabus, sample questions, study guide.

But don't worry the MO-400 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-
- What is in the MO-400 syllabus?
- How many questions are there in the MO-400 exam?
- Which Practice test would help me to pass the MO-400 exam at the first attempt?

Passing the MO-400 exam makes you Microsoft Office Specialist - Outlook Associate (Office 2019). Having the Outlook Associate (Office 2019) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft MO-400 Outlook Associate (Office 2019) Certification Details:

Exam Name	Microsoft Office Specialist - Outlook Associate (Office 2019)
Exam Code	MO-400
Exam Price	$100 (USD)
Duration	60 mins
Number of Questions	40-60
Passing Score	700 / 1000
Schedule Exam	**Pearson VUE**
Sample Questions	**Microsoft Outlook Associate (Office 2019) Sample Questions**
Practice Exam	**Microsoft MO-400 Certification Practice Exam**

MO-400 Syllabus:

Topic	Details
Manage Outlook settings and processes	
Customize Outlook settings	- change the display of messages, calendar items, contact records, and tasks - add accounts - configure automatic replies
Configure mail settings	- specify default fonts for new messages and responses - customize reply message settings - create, assign, and modify signatures
Perform search operations	- create search folders - search for messages, calendar items, contacts, and tasks - search by using advanced find
Print and save information	- print message, calendar, contact, and task information - save message attachments - preview message attachments - save messages in alternative formats
Manage messages	
Create messages	- add or remove message attachments - designate recipients by using courtesy copy (CC) and blind courtesy copy (BCC) - use @mention to get someone's attention - forward and reply to messages - flag outgoing messages for follow up - set the importance and sensitivity of outgoing messages
Insert message content	- insert hyperlinks - insert images - add signatures to individual messages
Organize and manage messages	- sort messages - create folders - move messages between folders - categorize messages - flag received messages - ignore conversations - change the display of messages

Topic	Details
Manage schedules	
Create and manage calendars	- set calendar work times - manage multiple calendars
Create appointments, meetings and events	- create recurring calendar items - cancel meetings - create calendar items from messages - set calendar item times and time zones - set up meetings by using the scheduling assistant - set availability for calendar items
Organize and manage appointments, meetings, and events	- forward calendar items - configure reminders - invite meeting participants - respond to invitations - update individual or recurring calendar items
Manage contacts and tasks	
Create and manage contact records	- import contacts from external sources - edit contact information - share contacts
Create and manage contact groups	- create and delete contact groups - add contacts to existing contact groups - update contacts within contact groups - delete contact group members
Create and manage tasks	- Create and manage tasks

Microsoft MO-400 Sample Questions:

Question: 1

How can you move a message to a different folder in Outlook?

(Choose two)

    a) Drag and drop the message to the desired folder
    b) Use the "Move to Folder" tool on the Home tab
    c) It is not possible to move messages in Outlook
    d) Send the message to yourself with the new folder as a keyword in the subject

Answer: a, b

Question: 2

If a user needs to access emails and contacts from multiple devices, which configuration should be ensured within Outlook settings?

a) Enable offline settings.
b) Configure the account as IMAP.
c) Use the POP3 protocol.
d) Set up forwarding to another email account.

Answer: b

Question: 3

In the context of managing tasks in Outlook, what is the benefit of categorizing tasks?

a) Tasks are automatically completed on their due dates
b) Allows for sorting and prioritizing tasks more efficiently
c) Enables sharing tasks with contacts
d) Tasks can be synced across multiple platforms

Answer: b

Question: 4

What are the methods to insert an image into an Outlook email message?
(Choose Two)

a) Attach the image as a file to the email
b) Copy and paste the image directly into the email body
c) Use the "Insert" tab and select "Pictures"
d) Use the "Draw" tab to insert an image

Answer: b, c

Question: 5

Which feature in Outlook allows a user to define specific actions for messages from high-priority clients automatically as they arrive?

a) Conditional Formatting
b) Quick Steps
c) Rules and Alerts
d) Categories

Answer: c

Question: 6

When customizing reply settings in Outlook, what does enabling the option "Prefix each line of the original message" do?

    a) It prefixes each line with a character like ">" to indicate quoted text.
    b) It adds the original sender's name at the start of each line in the reply.
    c) It changes the font color of the original message in the reply.
    d) It attaches the original message as a file to the reply.

Answer: a

Question: 7

Which of the following is NOT a customizable setting for the display of tasks in Outlook?

    a) The font size and color used for task items
    b) The fields displayed in the task list
    c) The default reminder time for new tasks
    d) The sequence of tasks based on priority

Answer: c

Question: 8

For effective time management, how can one view multiple calendars in overlay mode rather than in side-by-side mode?

    a) Drag one calendar on top of another in the calendar view.
    b) Select both calendars and choose 'View in Overlay Mode'.
    c) Right-click on a calendar and select 'Overlay'.
    d) All of the above are correct ways to enable overlay mode.

Answer: d

Question: 9

Why would you use the "Change Display" option for messages in Outlook?

    a) To adjust the font size and type for readability
    b) To encrypt all messages displayed
    c) To configure the email client to display HTML or Plain Text emails
    d) To create a new email template

Answer: a, c

Question: 10

To ensure all work emails are handled during office hours, which feature would allow an automatic reply to be active only during specific hours?

    a) Automatic Replies (Out of Office)
    b) Rules and Alerts
    c) Conditional Formatting
    d) Time-based rules in Quick Steps

Answer: a

Study Guide to Crack Microsoft Outlook Associate (Office 2019) MO-400 Exam:

- Getting details of the MO-400 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the MO-400 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for MO-400 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the MO-400 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on MO-400 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for MO-400 Certification

Make EduSum.com your best friend during your Microsoft Outlook Associate (Office 2019) exam preparation. We provide authentic practice tests for the MO-400 exam. Experts design these online practice tests, so we can offer you an exclusive experience of taking the actual MO-400 exam. We guarantee you 100% success in your first exam attempt if you continue practicing regularly. Don't bother if you don't get 100% marks in initial practice exam attempts. Just utilize the result section to know your strengths and weaknesses and prepare according to that until you get 100% with our practice tests. Our evaluation makes you confident, and you can score high in the MO-400 exam.

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