

# **ADVANCED COMPUTECH & BUSITECH CENTRE**

**Microsoft Outlook**

**July Examination**

**Date: 29 August 2013**

**Theory: 50**

**Practical: 50**

**Total marks: 100**

## **Instruction to the candidate**

- Answer all the question
  - Write neat and number you question correctly
  - Write your name, subjects name and date on your answer sheet
  - This paper consists of two questions, **Section A-Theory and Section B-Practical**
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## **SECTION A - THEORY**

### **QUESTION 1**

1. What is Microsoft Outlook and Outline the importance of it (6)
2. Give two advantage and two disadvantage of Microsoft Office Outlook (4)
3. Describe two ways of adding a new contact to the address book (4)
4. Explain the procedure how to attach a file to the E-mail message (2)
5. Name the steps of how to create a appointment by using the calendar in your Microsoft Outlook (4)
6. Explain the procedure how to sent a meeting request (4)
7. In your own words describe what you have learned from Microsoft Outlook, and how you benefited from it, how will you use this that you have learned as an advantage in the nearer future (10)

### **QUESTION 1**

#### **Differentiate between the following**

1. Distribution List & Address Book
2. Out the Office Assistant & Auto Signature
3. Forwarding and replying a message
4. Reading pane and preview pane (16)

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## SECTION B – PRACTICAL

### QUESTIONS1

**Read the advert below, and open Microsoft Office outlook to answer the questions.**

Ebony CC: Sales representative need

#### **Personal competencies:**

Fluent in English, self-driven, result orientated with a positive outlook and clear focus on providing high quality service

#### **Knowledge and Experience:**

Must be computer literate

#### **Submissions:**

Interested candidate are requested to forward their application letter address to:

The Manager

Ebony CC

By hand: Cake Street , Walvis Bay

Post: P. O. Box 662, Walvis Bay

E-mail: [mukapuli@gmail.com](mailto:mukapuli@gmail.com)

1. You are interested in the post advertised, open Microsoft Office Outlook Draft your application letter in Microsoft word , attach it to the email message and save your work in Draft (10)
2. Change the reading pane to be at the bottom of the window (4)
3. Add Ebony CC in to your address book as a new contact (6)
4. Create a distribution list of two people and name it **important** (10)
5. Create a personal folder and name it Exam followed by your name (6)
6. Assign in your designed signature as follow: **your name and surname** (4)
7. Create your own two appointments on your outlook calendar, for the 6<sup>th</sup> of August 2013 and the 9 September 2013 (6)
8. Create your own meeting request and sent it to the following address [mukapuli@gmail.com](mailto:mukapuli@gmail.com) (4)