# Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enhanced Microsoft Office 2013: Outlook Chapter 2 – Multiple Choice

Instructions: Circle the best answer.

1. The Date \_\_\_\_ displays a calendar for the current month with a blue box around the current date, scroll arrows to advance from one month to another, and any date on which an item is scheduled in bold.

a Wizard

b. Manager

1. Chooser
2. Navigator
3. Outlook defines a(n) \_\_\_\_ as an activity that does not involve other people or resources.
4. meeting
5. appointment
6. event
7. holiday
8. Outlook defines a(n) \_\_\_\_ as an activity that occurs at least once and lasts 24 hours or longer.
9. meeting
10. appointment
11. event
12. holiday
13. Each Microsoft Outlook folder displays the items it contains in a layout called a(n) \_\_\_\_.
14. agenda
15. window
16. gallery
17. view
18. Adding color \_\_\_\_ allows you to quickly scan and visually group similar items such as classes or work-related appointments.
19. tabs
20. categories
21. views
22. styles
23. The default appointment status setting is \_\_\_\_, but you can change the status to reflect your availability as appropriate.
24. Free
25. Tentative
26. Busy
27. Out of Office
28. By default, a Reminder is set to occur \_\_\_\_ minutes before the start of an appointment.
29. 5
30. 10
31. 15
32. 20
33. When you set a recurrence pattern, the \_\_\_\_ changes to reflect that you are working with a series.
34. pattern
35. formatting
36. color
37. tab name
38. The \_\_\_\_ print style prints a seven-day weekly calendar with one week per page and an hourly schedule, similar to the Daily style.
39. Weekly Calendar
40. Calendar Details
41. Weekly Agenda
42. Tri-fold
43. To print your calendar items in a table, print the \_\_\_\_ view display.
44. Day
45. Outline
46. Week
47. List