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| **True / False** |

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| 1. When you start Outlook, the Calendar view appears.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-3 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:07 AM | | *DATE MODIFIED:* | 8/17/2019 11:09 AM | |

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| 2. The Navigation Bar displays four views.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-3 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:09 AM | | *DATE MODIFIED:* | 8/17/2019 11:10 AM | |

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| 3. The appointment area is available in all of the view options.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:22 AM | | *DATE MODIFIED:* | 8/17/2019 11:23 AM | |

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| 4. All calendar items start as events.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:23 AM | | *DATE MODIFIED:* | 8/17/2019 11:25 AM | |

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| 5. Events do not occupy time slots in the appointment area.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:25 AM | | *DATE MODIFIED:* | 8/17/2019 11:26 AM | |

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| 6. Users typically put both personal items and academic or business items in the same calendar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-5 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:26 AM | | *DATE MODIFIED:* | 8/17/2019 11:27 AM | |

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| 7. Outlook does not automatically display a newly created calendar until you select it.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-6 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:27 AM | | *DATE MODIFIED:* | 8/17/2019 11:28 AM | |

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| 8. Hours that are not part of the default workday do not appear when viewing the calendar in Work Week view.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-9 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:28 AM | | *DATE MODIFIED:* | 8/17/2019 11:29 AM | |

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| 9. Outlook automatically includes the day of the week when you enter a date in the Date box.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-9 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:29 AM | | *DATE MODIFIED:* | 8/17/2019 11:31 AM | |

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| 10. Schedule View displays one week at a time.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-11 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:31 AM | | *DATE MODIFIED:* | 8/17/2019 11:32 AM | |

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| 11. Appointments can be created in only one way, using the appointment area, where you enter the appointment directly in the appropriate time slot.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-14 Creating and Editing Appointments | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:32 AM | | *DATE MODIFIED:* | 8/17/2019 11:34 AM | |

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| 12. When you display the Appointment Recurrence dialog box, Outlook automatically sets the range of recurrence with the date the appointment starts.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-24 Creating and Editing Appointments | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:34 AM | | *DATE MODIFIED:* | 8/17/2019 11:35 AM | |

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| 13. Outlook's Calendar can convert words such as "yesterday" and "tomorrow" into the appropriate date.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-29 Creating and Editing Appointments | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:36 AM | | *DATE MODIFIED:* | 8/17/2019 11:36 AM | |

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| 14. It is necessary to use proper capitalization when entering natural language phrases in Outlook.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-29 Creating and Editing Appointments | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:37 AM | | *DATE MODIFIED:* | 8/17/2019 11:38 AM | |

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| 15. Events appear in individual time slots in the appointment area.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-34 Scheduling Events | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:49 AM | | *DATE MODIFIED:* | 8/17/2019 11:50 AM | |

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| 16. A meeting is an event that you invite other people to attend.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:50 AM | | *DATE MODIFIED:* | 8/17/2019 11:51 AM | |

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| 17. When a meeting request arrives in an attendee's Inbox, it displays a different icon from an email message icon.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:51 AM | | *DATE MODIFIED:* | 8/17/2019 11:52 AM | |

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| 18. An iCalendar represents a universal calendar format used by several email and calendar programs.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:53 AM | | *DATE MODIFIED:* | 8/17/2019 11:54 AM | |

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| 19. It is not possible to import an iCalendar file.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:54 AM | | *DATE MODIFIED:* | 8/17/2019 11:55 AM | |

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| 20. You can save your Outlook calendar by backing up your entire Outlook personal folder files (.pst) or an individual calendar (.ics).   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-51 Saving and Sharing the Calendar | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:55 AM | | *DATE MODIFIED:* | 8/17/2019 11:56 AM | |

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| 21. You must have an email account set up in Outlook to send the meeting request.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-45 Scheduling Meetings | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:56 AM | | *DATE MODIFIED:* | 8/17/2019 12:04 PM | |

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| 22. When a meeting request is declined, it stays in your Inbox, even though it is not added to your calendar.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-47 Scheduling Meetings | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:04 PM | | *DATE MODIFIED:* | 8/17/2019 12:05 PM | |

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| 23. A .pst file contains a backup of your calendar, email, and contacts.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-51 Saving and Sharing the Calendar | | *QUESTION TYPE:* | True / False | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 12:05 PM | | *DATE MODIFIED:* | 8/17/2019 12:06 PM | |

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| **Modified True / False** |

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| 24. Appointments, events, and meetings are examples of calendar items. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-3 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/19/2019 3:43 AM | | *DATE MODIFIED:* | 8/21/2019 1:21 AM | |

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| 25. A Recurring event is shown as Busy by default. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | False - Free  False - FREE  False - free | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/19/2019 3:45 AM | | *DATE MODIFIED:* | 8/22/2019 8:12 PM | |

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| 26. A recurring appointment repeats on the calendar at regular intervals. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  | | --- | --- | | *ANSWER:* | True | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Modified True / False | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/19/2019 3:47 AM | | *DATE MODIFIED:* | 8/21/2019 1:22 AM | |

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| **Multiple Choice** |

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| 27. Any element in Outlook that contains information is called a(n) \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | folder | |  | b. | item | |  | c. | note | |  | d. | addition |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-1 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:40 AM | | *DATE MODIFIED:* | 8/17/2019 7:41 AM | |

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| 28. When you schedule an appointment, Outlook adds the appointment to the \_\_\_\_ folder by default.   |  |  |  | | --- | --- | --- | |  | a. | Items | |  | b. | Personal | |  | c. | Schedule | |  | d. | Calendar |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-5 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:41 AM | | *DATE MODIFIED:* | 8/17/2019 7:51 AM | |

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| 29. The Navigation Pane includes two panes: the \_\_\_\_ panes.   |  |  |  | | --- | --- | --- | |  | a. | Date Navigator and My Calendars | |  | b. | Date Navigator and Appointments | |  | c. | Appointments and My Calendars | |  | d. | My Calendars and Items |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:52 AM | | *DATE MODIFIED:* | 8/17/2019 7:53 AM | |

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| 30. Outlook defines a(n) \_\_\_\_ as an activity that occurs at least once and lasts 24 hours or longer.   |  |  |  | | --- | --- | --- | |  | a. | item | |  | b. | task | |  | c. | event | |  | d. | occurrence |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:53 AM | | *DATE MODIFIED:* | 8/17/2019 7:54 AM | |

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| 31. An appointment becomes a(n) \_\_\_\_ when people and other resources are invited.   |  |  |  | | --- | --- | --- | |  | a. | event | |  | b. | meeting | |  | c. | conference | |  | d. | gathering |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:54 AM | | *DATE MODIFIED:* | 8/22/2019 8:30 PM | |

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| 32. A(n) \_\_\_\_ occurs at regular intervals, such as weekly, biweekly, monthly, or bimonthly.   |  |  |  | | --- | --- | --- | |  | a. | event | |  | b. | recurring appointment | |  | c. | conference | |  | d. | one-time meeting |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:55 AM | | *DATE MODIFIED:* | 8/17/2019 7:57 AM | |

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| 33. The Show As default for a recurring event is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Busy | |  | b. | Tentative | |  | c. | Free | |  | d. | Out of Office |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:57 AM | | *DATE MODIFIED:* | 8/17/2019 7:58 AM | |

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| 34. You set the appointment status for a calendar item using the \_\_\_\_ button.   |  |  |  | | --- | --- | --- | |  | a. | Show As | |  | b. | Set Status | |  | c. | Item Status | |  | d. | Display |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 7:59 AM | | *DATE MODIFIED:* | 8/17/2019 8:00 AM | |

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| 35. Each Outlook folder displays the items it contains in a layout called a(n) \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | arrangement | |  | b. | view | |  | c. | list | |  | d. | collection |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-8 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:00 AM | | *DATE MODIFIED:* | 8/17/2019 8:01 AM | |

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| 36. The \_\_\_\_ Dialog Box Launcher allows you to navigate to a specific date.   |  |  |  | | --- | --- | --- | |  | a. | Select Date | |  | b. | Date Navigator | |  | c. | Go To Date | |  | d. | Move To |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-8 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:01 AM | | *DATE MODIFIED:* | 8/17/2019 8:04 AM | |

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| 37. \_\_\_\_ View displays multiple calendars at the same time in a horizontal layout of the daily calendar.   |  |  |  | | --- | --- | --- | |  | a. | Day | |  | b. | Horizontal | |  | c. | Schedule | |  | d. | Hour-by-Hour |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-11 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:04 AM | | *DATE MODIFIED:* | 8/17/2019 8:05 AM | |

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| 38. A(n) \_\_\_\_ activity is one that happens on a regular interval.   |  |  |  | | --- | --- | --- | |  | a. | impending | |  | b. | upcoming | |  | c. | repetitious | |  | d. | recurring |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-14 Creating and Editing Appointments | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:06 AM | | *DATE MODIFIED:* | 8/21/2019 1:05 AM | |

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| 39. The default appointment status setting is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Free | |  | b. | Tentative | |  | c. | Out of Office | |  | d. | Busy |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-16 Creating and Editing Appointments | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:07 AM | | *DATE MODIFIED:* | 8/17/2019 8:08 AM | |

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| 40. In addition to standard numerical entries, you can also specify appointment dates using \_\_\_\_ language.   |  |  |  | | --- | --- | --- | |  | a. | natural | |  | b. | programming | |  | c. | detailed | |  | d. | foreign |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-28 Creating and Editing Appointments | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:09 AM | | *DATE MODIFIED:* | 8/17/2019 8:10 AM | |

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| 41. When you schedule a(n) \_\_\_\_, its description appears in a small banner below the day heading.   |  |  |  | | --- | --- | --- | |  | a. | appointment | |  | b. | event | |  | c. | meeting | |  | d. | item |  |  |  | | --- | --- | | *ANSWER:* | b | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-32 Scheduling Events | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:10 AM | | *DATE MODIFIED:* | 8/17/2019 8:40 AM | |

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| 42. The default Show As appointment status for events is \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | Free | |  | b. | Tentative | |  | c. | Out of Office | |  | d. | Busy |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-34 Scheduling Events | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:12 AM | | *DATE MODIFIED:* | 8/21/2019 1:06 AM | |

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| 43. Events do not occupy time slots on the Day view of the calendar, so they appear as \_\_\_\_ at the top of the calendar on the day they occur.   |  |  |  | | --- | --- | --- | |  | a. | banners | |  | b. | ribbons | |  | c. | items | |  | d. | appointments |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-34 Scheduling Events | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:14 AM | | *DATE MODIFIED:* | 8/17/2019 8:37 AM | |

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| 44. The person who creates a meeting and sends the invitations is known as the meeting \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | organizer | |  | b. | scheduler | |  | c. | creator | |  | d. | initiator |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:26 AM | | *DATE MODIFIED:* | 8/17/2019 8:34 AM | |

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| 45. A meeting \_\_\_\_ is an e-mail invitation to the meeting.   |  |  |  | | --- | --- | --- | |  | a. | notification | |  | b. | message | |  | c. | request | |  | d. | invite |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:42 AM | | *DATE MODIFIED:* | 8/21/2019 1:08 AM | |

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| 46. Using the \_\_\_\_ feature, you can take a quick glance at your schedule without having to rearrange windows or lose your train of thought.   |  |  |  | | --- | --- | --- | |  | a. | Notify | |  | b. | Event | |  | c. | Navigate | |  | d. | Peek |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-42 Scheduling Meetings | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 8:43 AM | | *DATE MODIFIED:* | 8/17/2019 8:45 AM | |

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| 47. To cancel a meeting, click the meeting in the appointment area and then click the \_\_\_\_ Meeting button.   |  |  |  | | --- | --- | --- | |  | a. | Cancel | |  | b. | Delete | |  | c. | Remove | |  | d. | End |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-45 Scheduling Meetings | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 10:04 AM | | *DATE MODIFIED:* | 8/17/2019 10:06 AM | |

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| 48. The \_\_\_\_ print style prints a daily appointment schedule for a specific date.   |  |  |  | | --- | --- | --- | |  | a. | Daily | |  | b. | Tri-fold | |  | c. | Calendar Details | |  | d. | Schedule |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-47 Printing Calendars in Different Views | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 10:11 AM | | *DATE MODIFIED:* | 8/17/2019 10:14 AM | |

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| 49. Though an invitee can propose a new meeting time, only the \_\_\_\_ can change or delete the meeting.   |  |  |  | | --- | --- | --- | |  | a. | originator | |  | b. | attendee | |  | c. | navigator | |  | d. | scheduler |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-45 Scheduling Meetings | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 10:49 AM | | *DATE MODIFIED:* | 8/17/2019 10:52 AM | |

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| CASE: Tom is a golf pro, and he is using Outlook to manage his schedule. Some of his customers pay him for a single lesson, while others set up regular weekly lessons. In addition, Tom is coordinating the annual two-day tournament at his local golf course. |

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| 50. According to the way that Outlook defines calendar items, what type of item is a regular weekly lesson, if you assume that the person taking the lesson is NOT invited to the lesson using Outlook?   |  |  |  | | --- | --- | --- | |  | a. | Recurring appointment | |  | b. | Recurring meeting | |  | c. | Recurring event | |  | d. | One-time appointment |  |  |  | | --- | --- | | *ANSWER:* | a | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/18/2019 3:04 AM | | *DATE MODIFIED:* | 8/23/2019 5:52 AM | |

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| 51. Tom wants to show his time as busy during the annual two-day tournament. Does he need to change the appointment status for the tournament's calendar item, or can he use the default status?   |  |  |  | | --- | --- | --- | |  | a. | Yes, he must change it from Out of Office to Busy. | |  | b. | Yes, he must change it from Tentative to Busy. | |  | c. | Yes, he must change it from Free to Busy. | |  | d. | No, the default status for this type of calendar item is Busy. |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-1 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/18/2019 3:06 AM | | *DATE MODIFIED:* | 8/22/2019 8:19 PM | |

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| CASE: Your friend Kathryn is planning to use Outlook to manage her schedule during her first year of college. She is in the process of configuring Outlook to best suit her purposes, and she turns to you for help. |

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| 52. Kathryn would like to display her schedule for an entire seven-day week. Which view should she use?   |  |  |  | | --- | --- | --- | |  | a. | Day | |  | b. | Work Week | |  | c. | Week | |  | d. | Schedule |  |  |  | | --- | --- | | *ANSWER:* | c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-10 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/18/2019 3:07 AM | | *DATE MODIFIED:* | 8/22/2019 8:20 PM | |

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| 53. Kathryn wants to print her schedule so that she can carry it with her to classes. She would like a page for each day, including a daily task list and a weekly schedule. Which print style should she use?   |  |  |  | | --- | --- | --- | |  | a. | Daily | |  | b. | Weekly Agenda | |  | c. | Calendar Details | |  | d. | Tri-fold |  |  |  | | --- | --- | | *ANSWER:* | d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-48 Printing Calendars in Different Views | | *QUESTION TYPE:* | Multiple Choice | | *HAS VARIABLES:* | False | | *PREFACE NAME:* | Critical Thinking Questions Case 2-2 | | *TOPICS:* | Critical Thinking | | *DATE CREATED:* | 8/18/2019 3:09 AM | | *DATE MODIFIED:* | 8/22/2019 3:30 AM | |

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| **Multiple Response** |

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| 54. The Calendar is the Outlook folder that contains your personal schedule of \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | appointments | |  | b. | events | |  | c. | agendas | |  | d. | meetings |  |  |  | | --- | --- | | *ANSWER:* | a, b, d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-2 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 10:52 AM | | *DATE MODIFIED:* | 8/17/2019 10:58 AM | |

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| 55. The appointment area contains a \_\_\_\_.   |  |  |  | | --- | --- | --- | |  | a. | date banner | |  | b. | Navigation pane | |  | c. | Weather Bar | |  | d. | My Calendars pane |  |  |  | | --- | --- | | *ANSWER:* | a, c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 10:58 AM | | *DATE MODIFIED:* | 8/17/2019 11:00 AM | |

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| 56. You can use the Show As button to select the \_\_\_\_ appointment status for a calendar item.   |  |  |  | | --- | --- | --- | |  | a. | Available | |  | b. | Free | |  | c. | Busy | |  | d. | Tentative |  |  |  | | --- | --- | | *ANSWER:* | b, c, d | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendars | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:00 AM | | *DATE MODIFIED:* | 8/17/2019 11:02 AM | |

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| 57. You can print a \_\_\_\_ view of your calendar.   |  |  |  | | --- | --- | --- | |  | a. | monthly | |  | b. | daily | |  | c. | weekly | |  | d. | yearly |  |  |  | | --- | --- | | *ANSWER:* | a, b, c | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-47 Printing Calendars in Different Views | | *QUESTION TYPE:* | Multiple Response | | *HAS VARIABLES:* | False | | *DATE CREATED:* | 8/17/2019 11:03 AM | | *DATE MODIFIED:* | 8/17/2019 11:06 AM | |

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| **Completion** |

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| 58. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the Outlook folder that contains your personal schedule.   |  |  | | --- | --- | | *ANSWER:* | Calendar  CALENDAR  calendar | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-2 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 1:57 AM | | *DATE MODIFIED:* | 8/22/2019 8:12 PM | |

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| 59. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shows a calendar for the current month with a blue box around the current date.   |  |  | | --- | --- | | *ANSWER:* | Date Navigator  DATE NAVIGATOR  Date navigator  date navigator | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 1:59 AM | | *DATE MODIFIED:* | 8/22/2019 8:13 PM | |

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| 60. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pane includes a list of available calendars.   |  |  | | --- | --- | | *ANSWER:* | My Calendars  MY CALENDARS  my calendars  My calendars | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:00 AM | | *DATE MODIFIED:* | 8/22/2019 8:14 PM | |

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| 61. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is any element in Outlook the contains information.   |  |  | | --- | --- | | *ANSWER:* | item  ITEM Item | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:07 AM | | *DATE MODIFIED:* | 8/22/2019 8:14 PM | |

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| 62. Outlook defines a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as an activity that does not involve other people or resources.   |  |  | | --- | --- | | *ANSWER:* | appointment  APPOINTMENT  Appointment | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-4 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:42 AM | | *DATE MODIFIED:* | 8/22/2019 8:14 PM | |

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| 63. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view shows five workdays in columnar style.   |  |  | | --- | --- | | *ANSWER:* | Work Week  WORK WEEK  Work week  work week | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-9 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:43 AM | | *DATE MODIFIED:* | 8/22/2019 8:15 PM | |

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| 64. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view allows you to see how many appointments are scheduled for a given week, including weekends.   |  |  | | --- | --- | | *ANSWER:* | Week  WEEK  week | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-10 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:44 AM | | *DATE MODIFIED:* | 8/22/2019 8:15 PM | |

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| 65. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ view resembles a standard monthly calendar page.   |  |  | | --- | --- | | *ANSWER:* | Month  MONTH month | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-11 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:45 AM | | *DATE MODIFIED:* | 8/22/2019 8:15 PM | |

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| 66. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is useful when you would like to see multiple calendars so that you can check for overlapping items.   |  |  | | --- | --- | | *ANSWER:* | Schedule  SCHEDULE  schedule | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-11 Project: Appointments, Events, and Meetings in Calendar | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:46 AM | | *DATE MODIFIED:* | 8/22/2019 8:15 PM | |

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| 67. A recurrence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ schedules an appointment at regular intervals.   |  |  | | --- | --- | | *ANSWER:* | pattern  PATTERN  Pattern | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-19 Creating and Editing Appointments | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:47 AM | | *DATE MODIFIED:* | 8/22/2019 8:16 PM | |

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| 68. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an alert window that briefly appears in your screen to remind you of an upcoming appointment.   |  |  | | --- | --- | | *ANSWER:* | reminder  REMINDER Reminder | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-19 Creating and Editing Appointments | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:49 AM | | *DATE MODIFIED:* | 8/22/2019 8:16 PM | |

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| 69. An appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ indicates how the time for a calendar item will be marked on your calendar.   |  |  | | --- | --- | | *ANSWER:* | status  STATUS  Status | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-19 Creating and Editing Appointments | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:50 AM | | *DATE MODIFIED:* | 8/22/2019 8:16 PM | |

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| 70. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appointments happen at regular intervals for a designated period of time.   |  |  | | --- | --- | | *ANSWER:* | Recurring  recurring  RECURRING | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-23 Creating and Editing Appointments | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:51 AM | | *DATE MODIFIED:* | 8/22/2019 8:17 PM | |

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| 71. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phrase is a phrase that closely resembles how people speak during normal conversation.   |  |  | | --- | --- | | *ANSWER:* | natural language  NATURAL LANGUAGE  Natural Language  Natural language | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-28 Creating and Editing Appointments | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 2:58 AM | | *DATE MODIFIED:* | 8/22/2019 8:17 PM | |

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| 72. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ represents an appointment that is scheduled over a period of days.   |  |  | | --- | --- | | *ANSWER:* | event  EVENT Event | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-33 Scheduling Events | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 3:00 AM | | *DATE MODIFIED:* | 8/22/2019 8:17 PM | |

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| 73. A meeting organizer schedules a meeting by creating a meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | request  REQUEST Request | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 3:01 AM | | *DATE MODIFIED:* | 8/22/2019 8:18 PM | |

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| 74. The meeting request window includes the To text box, where you enter email addresses for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | attendees  ATTENDEES  Attendees | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-39 Scheduling Meetings | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 3:02 AM | | *DATE MODIFIED:* | 8/22/2019 8:18 PM | |

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| 75. All or part of a calendar can be printed in a number of different views, or print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   |  |  | | --- | --- | | *ANSWER:* | styles  STYLES Styles | | *POINTS:* | 1 | | *REFERENCES:* | SCOUT 2-47 Printing Calendars in Different Views | | *QUESTION TYPE:* | Completion | | *HAS VARIABLES:* | False | | *STUDENT ENTRY MODE:* | Basic | | *DATE CREATED:* | 8/18/2019 3:03 AM | | *DATE MODIFIED:* | 8/22/2019 8:18 PM | |