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MICROSOFT MO-400 STUDY GUIDE PDF

Grab the Microsoft Outlook Associate (Office 2019) Certification PDF Questions & Answers

Details of the Exam-Syllabus-Questions

MO-400

Microsoft Office Specialist - Outlook Associate (Office 2019)

40-60 Exam Questions – 700 / 1000% Cut Score – Duration of 60 minutes

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Get an Overview of the MO-400 Certification:

Who should take the **MO-400 exam**? This is the first question that comes to a candidate's mind when preparing for the Outlook Associate (Office 2019) certification. The MO-400 certification is suitable for candidates who are keen to earn knowledge on the Microsoft 365 and grab their Microsoft Office Specialist - Outlook Associate (Office 2019). When it is about starting the preparation, most candidates get confused regarding the study materials and study approach. But MO-400 study guide PDF is here to solve the problem. MO-400 PDF combines some effective sample questions and offers valuable tips to pass the exam with ease.

Why Should You Earn the Microsoft MO-400 Certification?

There are several reasons why one should grab the MO-400 certification.

- The Outlook Associate (Office 2019) certification proves to be one of the most recognized certifications.
- The certification badge proves the knowledge of the candidate regarding subject matters and makes his resume presentable to potential candidates.
- Thus earning the Microsoft Office Specialist - Outlook Associate (Office 2019) is a powerful qualification for a prosperous career.

Microsoft MO-400 Exam Structure

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**

Enhance Knowledge with MO-400 Sample Questions:

Question: 1

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: 2

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

Question: 3

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: 4

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: 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

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: 7

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: 8

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: 9

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: 10

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

What Study Guide Works Best in acing the Microsoft MO-400 Outlook Associate (Office 2019) Certification?

The MO-400 study guide is a combination of some proven study tips and the combination of all valuable study materials like sample questions, syllabus and practice tests in one place.

Explore the Syllabus Topics and Learn from the Core:

If you are determined to earn success in the Outlook Associate (Office 2019) exam, getting in full touch of the **syllabus** is mandatory. During preparation, you might not like all syllabus sections or topics, but try to get at least the fundamental knowledge from the sections you don't like. The more you possess knowledge on all syllabus sections, the more is the chance to attempt maximum number of questions during the actual exam.

Make Your Schedule:

Studying and completing the syllabus becomes easier, if you work on the syllabus topics after making a schedule. Your syllabus must mention what areas you want to cover and within what time. Once you make a schedule and follow it regularly, syllabus completion becomes easier and preparation becomes smoother.

Get Expert Advice from the Training:

Do not forget to join the Microsoft MO-400 training if it is providing any. Training enhances the practical knowledge of a candidate, which helps them to work well in the practical field during projects.

Get Access to the PDF Sample Questions:

If your study material is in a PDF format or the materials are mobile-friendly, what could be better than that? Get access to the free sample questions and keep enhancing your knowledge beyond the syllabus.

Avoid Dumps and utilize the Microsoft MO-400 Practice Test:

Why should you rely on practice tests? The reason is simple: you must get familiar with the exam pattern before reaching the exam hall. An aspirant aware of the exam structure and time management during the exam preparation can perform well in the actual exam and attempt the maximum number of questions during the exam.

Many aspirants prefer to read from dumps, but they miss out on the self assessment method. Therefore, MO-400 practice tests always stand out to be the better choice than dumps PDF.

Avail the Proven MO-400 Practice Test for Success!!!

Do you want to pass the MO-400 exam on your first attempt? Stop worrying; we, EduSum.com are here to provide you the best experience during your Microsoft Outlook Associate (Office 2019) preparation. Try out our free mock tests to get a glimpse of our quality study materials, and build your confidence with the premium **MO-400 practice tests**. Our expert-designed questions help you to improve performance and pass the exam on your first attempt.