

Microsoft

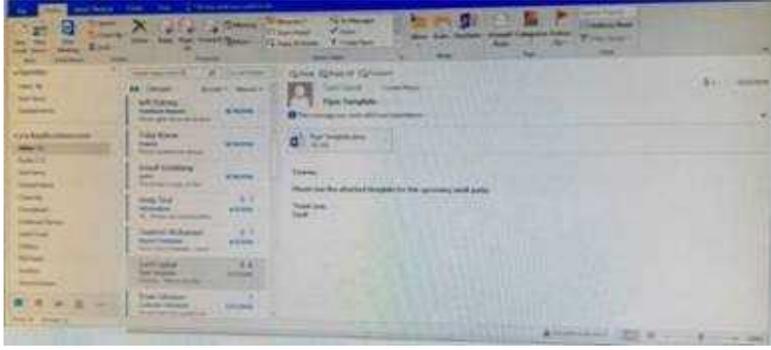
Exam Questions 77-731

Outlook 2016: Core Communication, Collaboration and Email Skills



NEW QUESTION 1

Mark the "Flyer Template" message as Do not forward between today and tomorrow. Do not set a reminder.



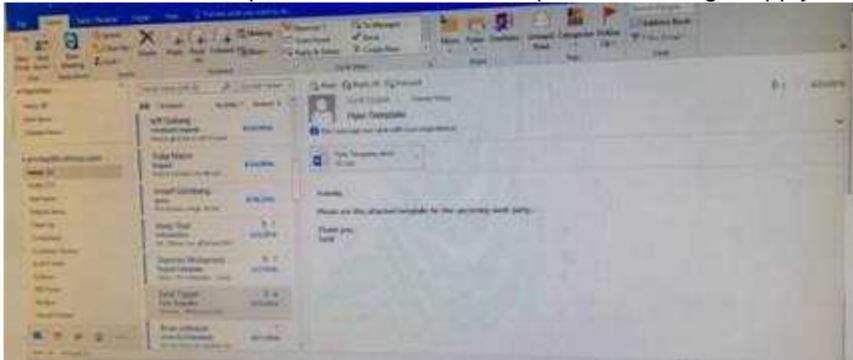
A. See below for solution.

Start date	Can be a number, date or text information, such as "Jan 30" or "Sometime soon." Not used by Project to Help schedule the project if value is not in a recognizable format for time.	Only date information can be used. However, you can use values "today" and "tomorrow," which Project reserves for automatically scheduled tasks.
Finish date	Can be a date or text information, such as "Jan 30" or "Sometime soon." Not used by Project to Help schedule the project.	Only date information can be used. However, you can use values "today" and "tomorrow," which Project reserves for automatically scheduled tasks.

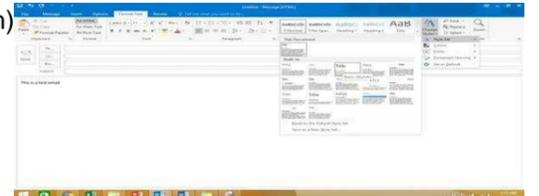
Answer: A

NEW QUESTION 2

In the Drafts folder, open the "Process Development" message. Apply the Basic (Stylish) style set. Send the message.



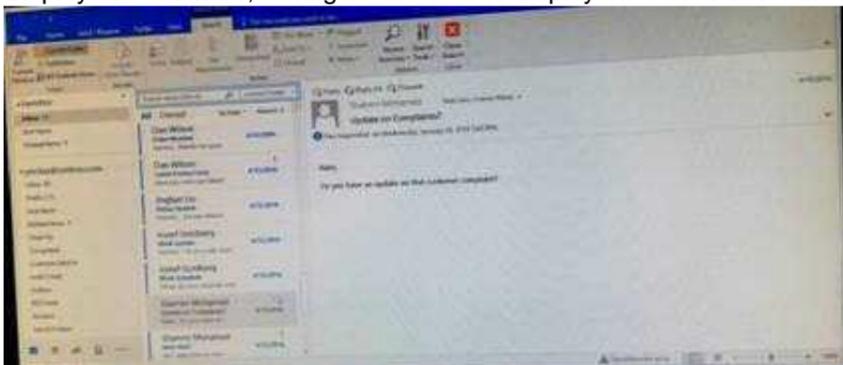
A. See below for solution. In message body click on Format Text tab – Change styles – Style set – select Basic (Stylish)



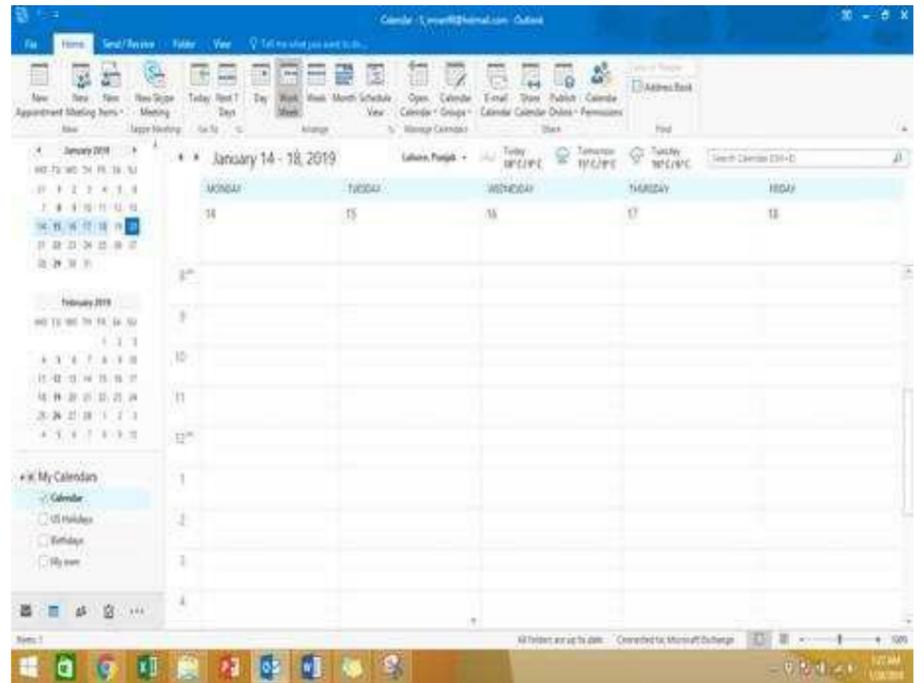
Answer: A

NEW QUESTION 3

Display the Calendar, Configure the view to display the schedule for the current work week.



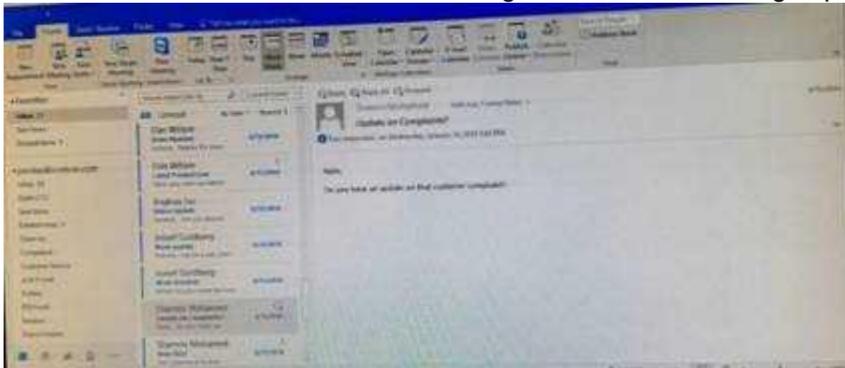
A. See below for solution. Click on colander and select "Work Week" in Arrange group



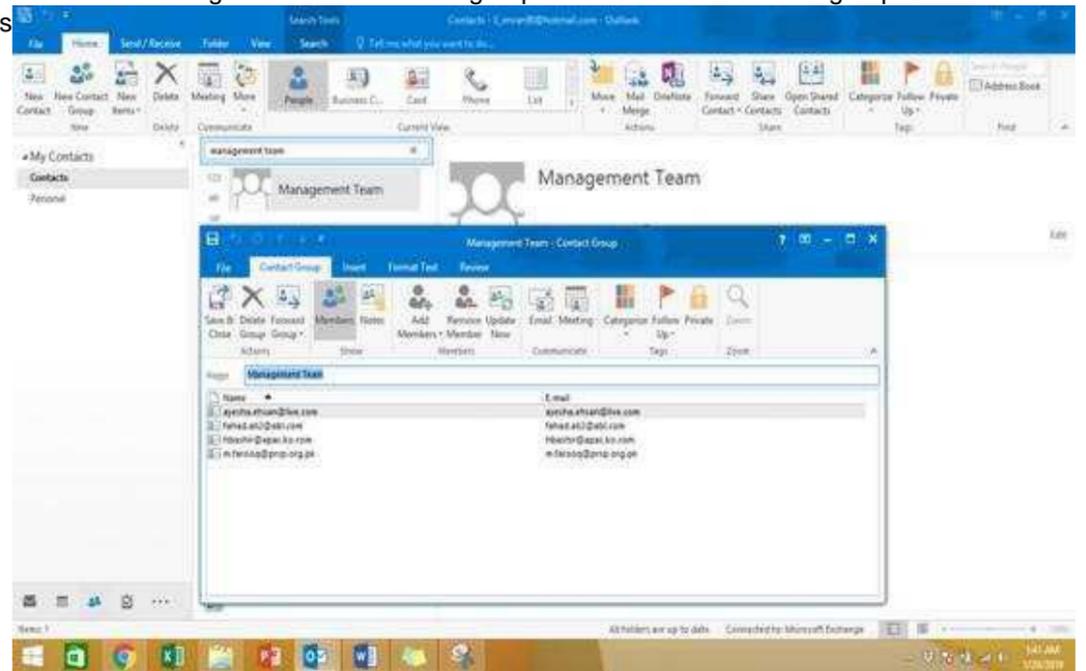
Answer: A

NEW QUESTION 4

Add the contact "Dan Wilson" to the "Management Team" contact group. Save and close the contact group.



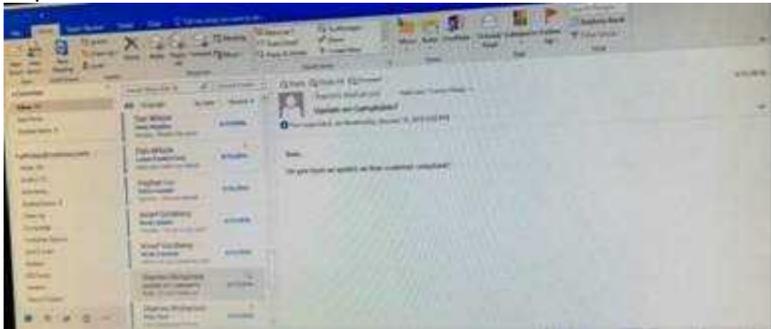
A. See below for solution. • On the Navigation bar, click People to view • Search the "management team" contact group • Double click the contact group • Click Add Members and then select the desired list and search and add members



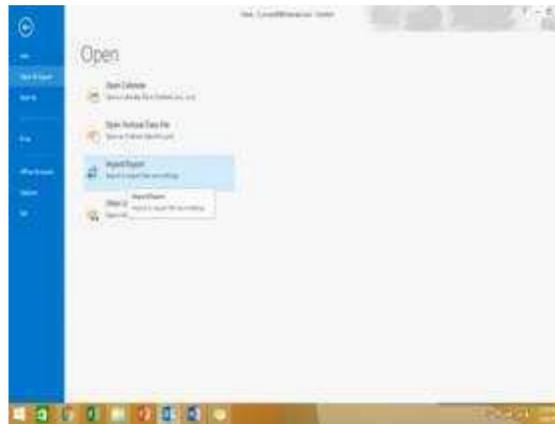
Answer: A

NEW QUESTION 5

Export the contents of the Deleted items folder and its subfolders to a .pst file. Save the file in the Documents folder as "Deleted.pst". Do not enter a password.



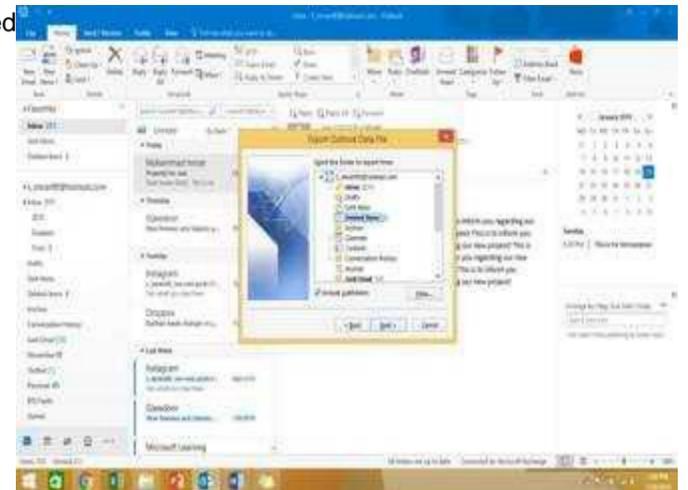
A. See below for solution. • File – Open & Export – Import/Export



•Select Export to a file



•Select outlook data file (.pst)•Select Deleted items folder and make sure include subfolders is selected

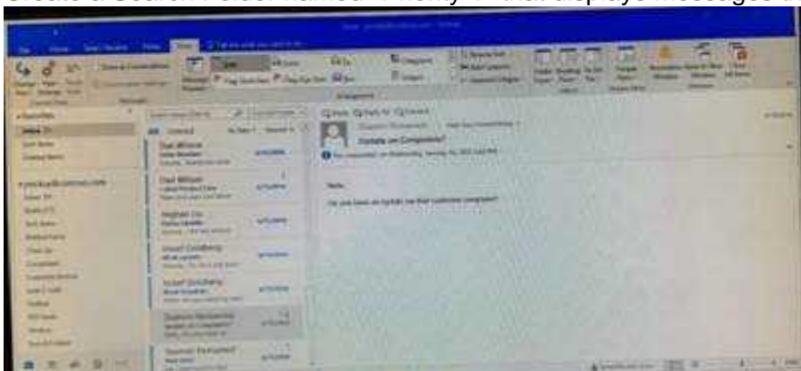


•Select outlook data file (.pst)•Select Deleted items folder and make sure include subfolders is selected

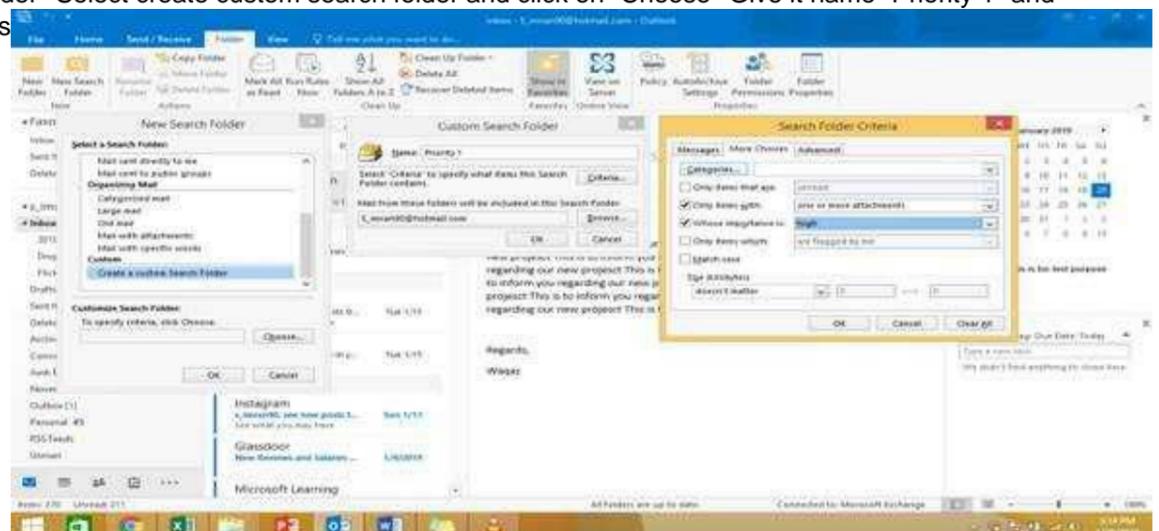
Answer: A

NEW QUESTION 6

Create a Search Folder named "Priority 1" that displays messages that are marked as high importance and have at least one attachment.



A. See below for solution. •Go to Folder •Select "New Search Folder" •Select create custom search folder and click on "Choose" •Give it name "Priority 1" and select "Criteria" •In "More choices tab" select the required options



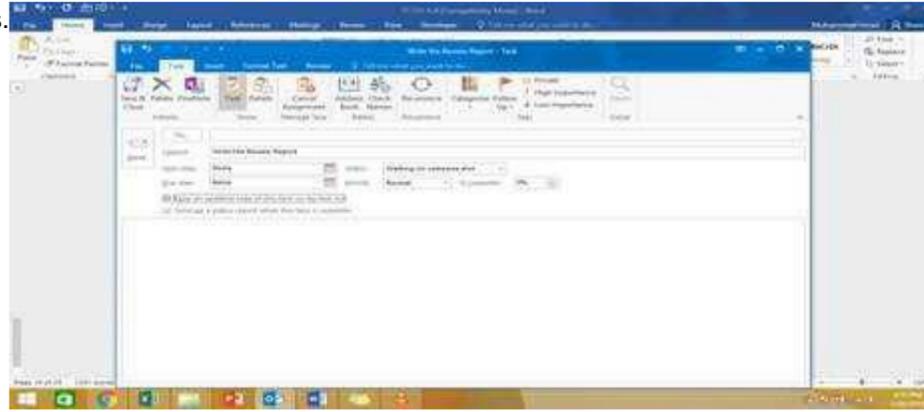
Answer: A

NEW QUESTION 7

In the Tasks folder, locate the "Write the Review Report" task. Assign the task to "Kim Ralls" Set the status to Waiting on someone else. Do not keep updated copy of the task on your task list. Send the task.

A. See below for solution. •Click on the tasks on the navigation pane and locate the "Write the Review Report" tas

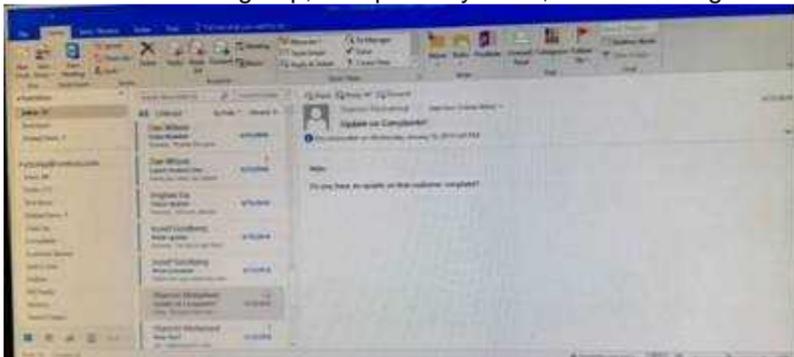
- B. Click on assign the task optio
- C. Select "Kim Ralls" and use the following options.



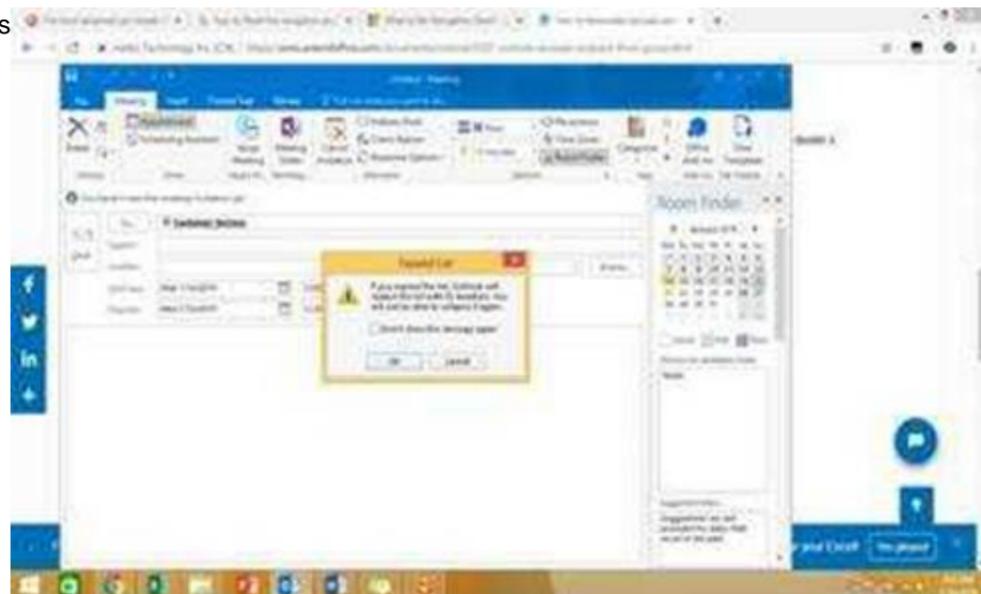
Answer: A

NEW QUESTION 8

On the Calendar, locate the "Team Review" meeting that occurs on Thursday. Add all members of the "Customer Service" group, except "Andy Teal", to the meeting as required attendees. Make "Andy Teal" an optional attendee. Send an invitation to all attendees.



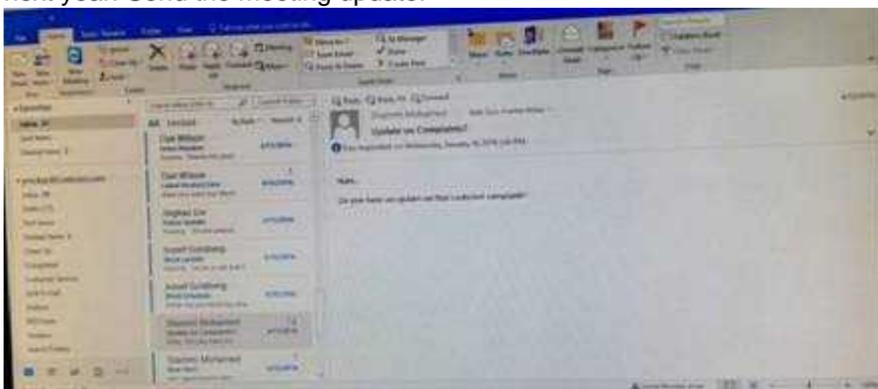
- A. See below for solution. •Locate the "Team Review" meeting in calendar and double click to open it. •Select the customer service group and then click on + sig
- B. On the Expand list box click on o
- C. Select and delete "Andy Teal" and put it in Optional attendees



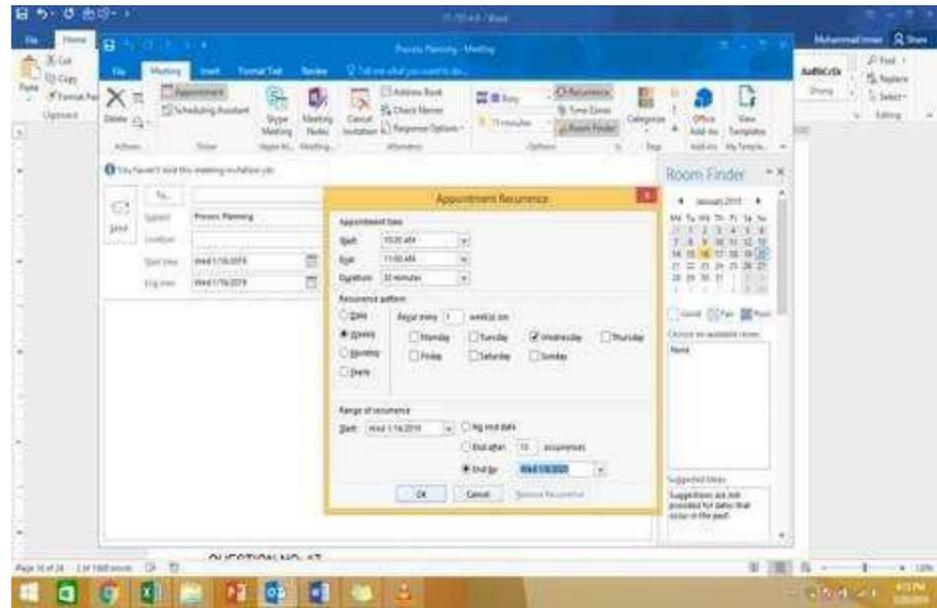
Answer: A

NEW QUESTION 9

On the Calendar, locate the "Process Planning" meeting that occurs every Wednesday. Update the meeting series to end on the second Wednesday in January of next year. Send the meeting update.



- A. See below for solution. In calendar locate the "Process Planning" meeting, double click and select the entire series optio
- B. Click on "recurrence" and then give the desired date in "End By" field



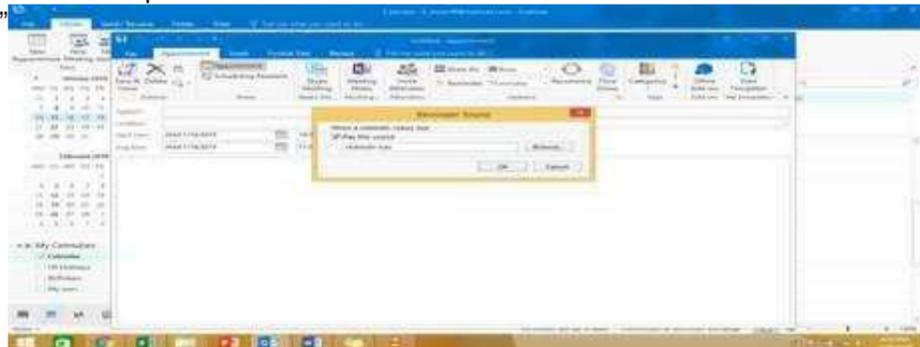
Answer: A

NEW QUESTION 10

On the Calendar, open the "Doctor Visit" appointment that occurs next Wednesday. Configure the reminder to display without playing a sound. Save and close the appointment.



- A. See below for solution. Locate the appointment in calendar and double click to open it
- B. Click on Options dialog box launcher and uncheck "Play this sound"

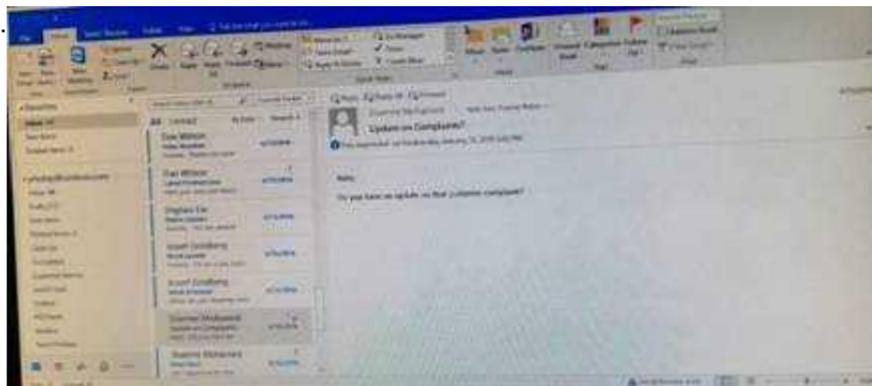


Answer: A

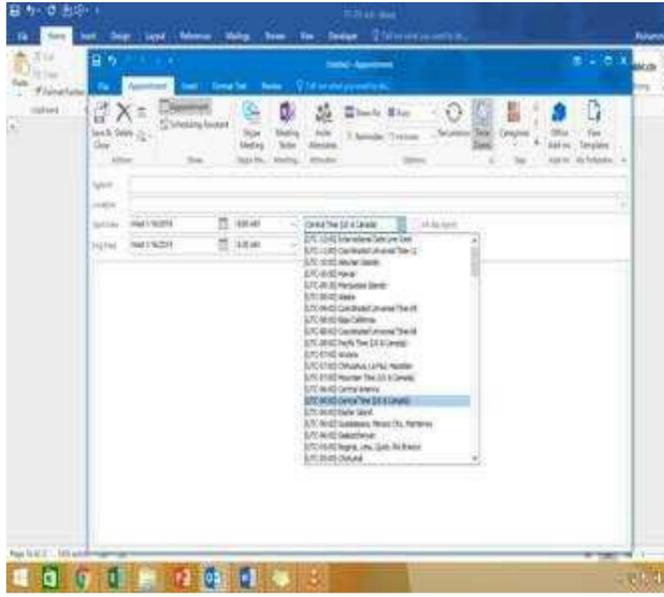
NEW QUESTION 10

On the Calendar, locate the "Flight" appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada)

- A. a.) and ends at 9:30 Am Hawaii tim
- B. Do not change the dat
- C. Save and close the appointment.



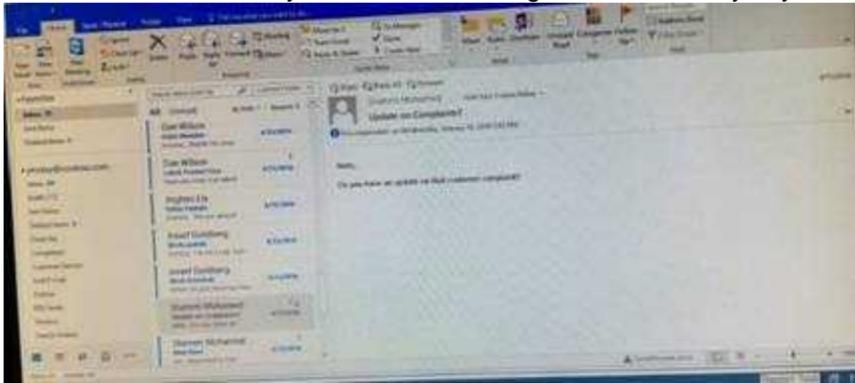
D. See below for solution. •Locate and then double click on the "Flight" appointment top open it. •Click on time Zones and then select the required time and the time zone.



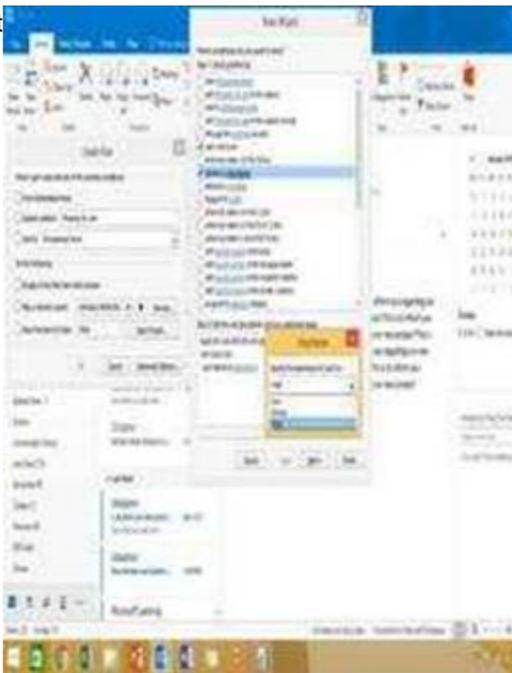
Answer: A

NEW QUESTION 14

Use the Ribbon to create a rule named "Priority 1" that displays "ACTION REQUIRED" in the NEW item Alert window when you receive a message that is sent only to you and is marked as high importance. Keep all other settings at default.



A. See below for solution. •Home – Rules – Create rule – Advanced Options – select the following two options– click on “importance” and select “High” and click Next



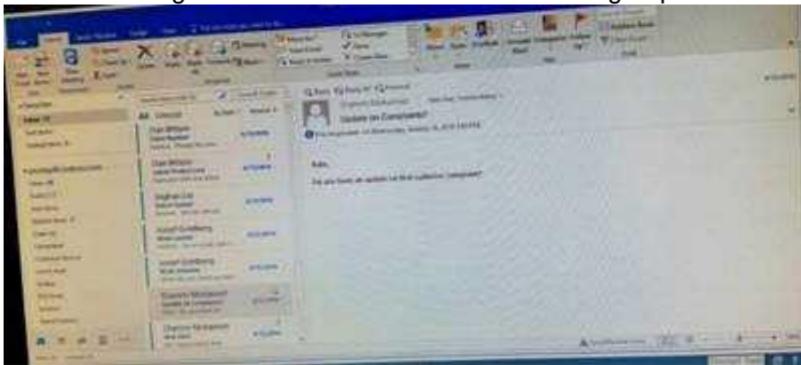
•Select the following options and enter the Text “ACTION REQUIRED”, click next and enter the rule name and click Finish



Answer: A

NEW QUESTION 17

Send a message to the "Customer Service" contact group that has the subject "Company starts" and voting buttons labeled "Small "Medium" and Large".



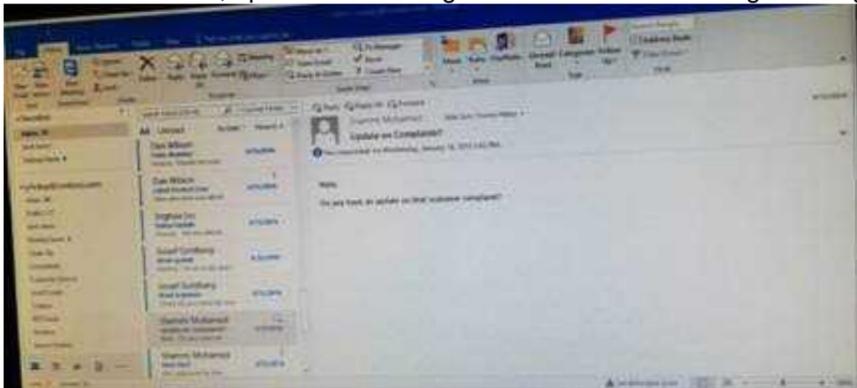
- A. See below for solution. Create new message with the above mentioned recipient and subject
- B. Click on Options – Voting buttons – Custom and then enter Small;Medium;Large (separated by semi colon) Close the dialog box and click on Send.



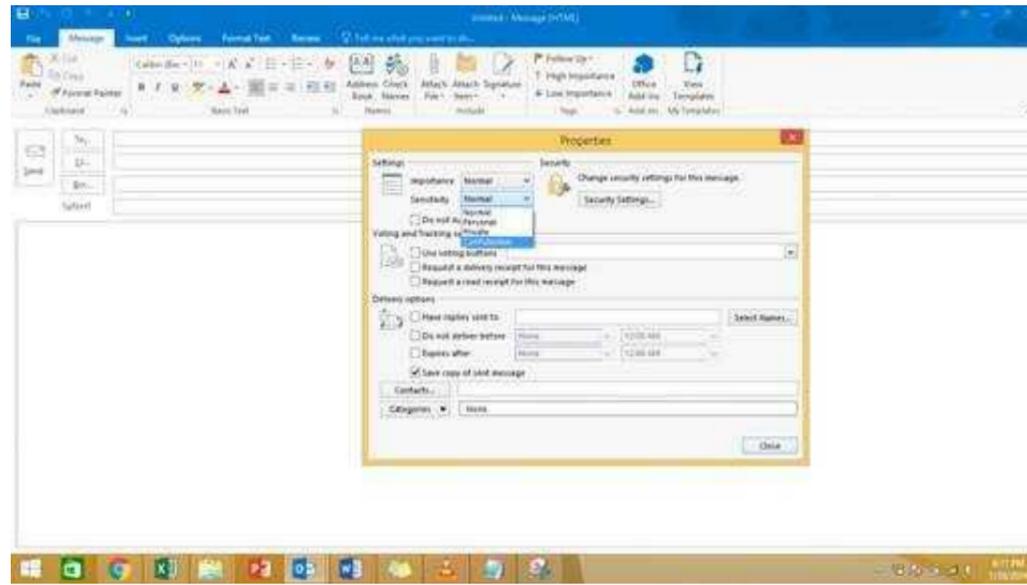
Answer: A

NEW QUESTION 20

In the Drafts folder, open the "New Organizational Chart" message. Change the Sensitivity to confidential. Send the message.



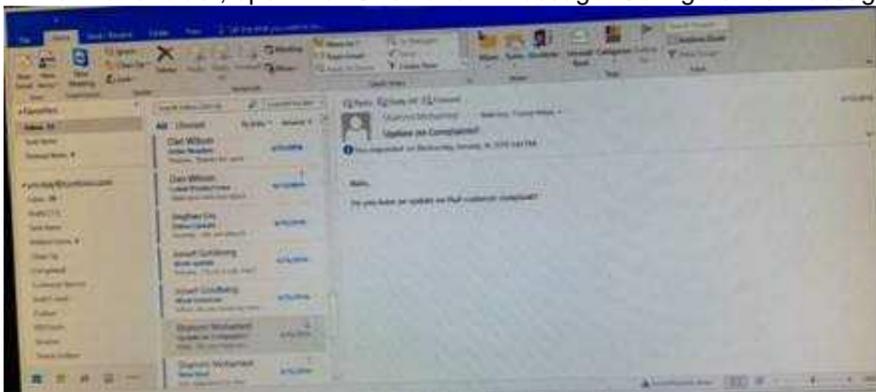
- A. See below for solution. Open the message and click on message options dialog box launcher
- B. Select the sensitivity, close the box and send.



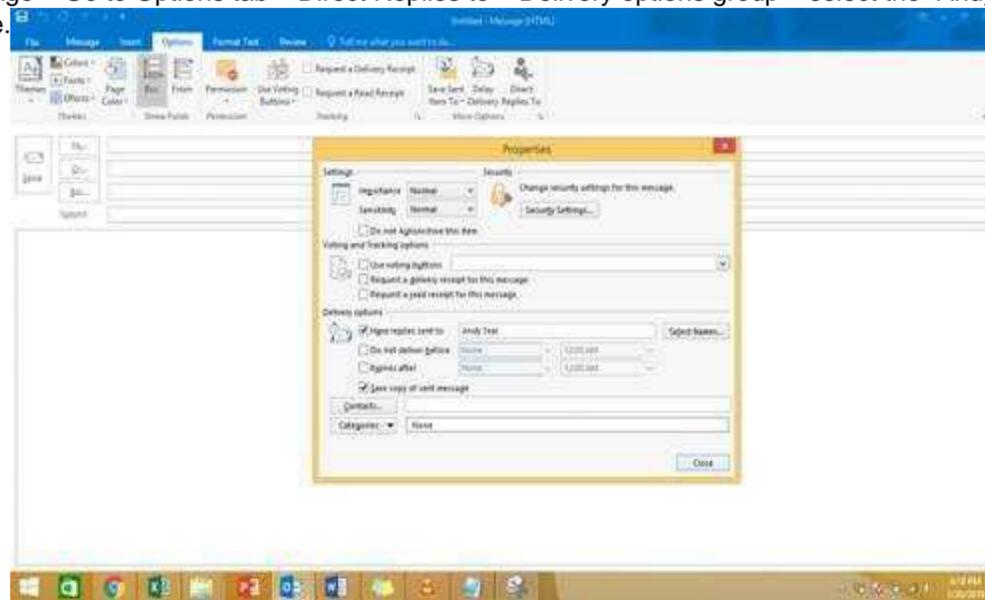
Answer: A

NEW QUESTION 21

In the Drafts folder, open the "Orientation" message. Configure the message options to direct replies to "Andy Teal". Send the message.



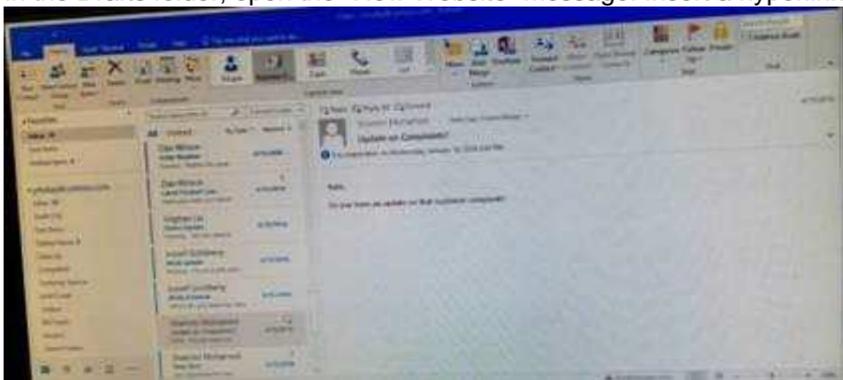
A. See below for solution. Open the message – Go to Options tab – Direct Replies to – Delivery options group – select the “Andy Teal” in Have replies sent to field. Close the box and send the message.



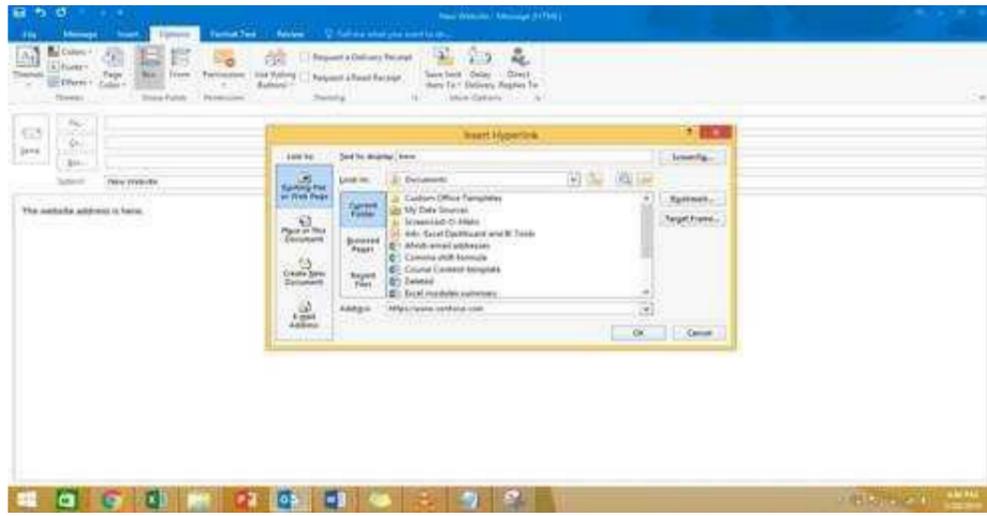
Answer: A

NEW QUESTION 26

In the Drafts folder, open the "New Website" message. Insert a hyperlink on the word "here" that links to "https://www.contoso.com". Send the message.



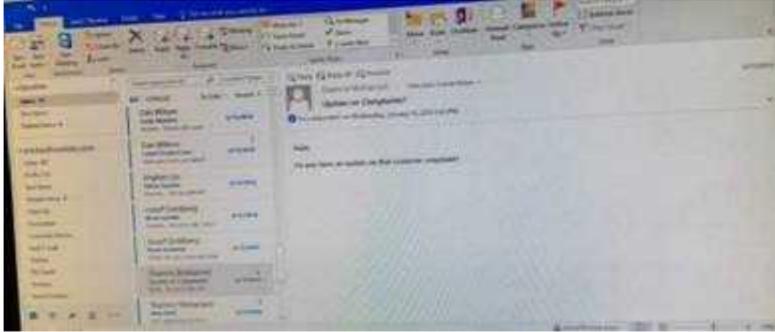
- A. See below for solution. Open the message
- B. Right click on the word "here", press Ctrl+k short ke
- C. Enter the website address, ok and send the message.



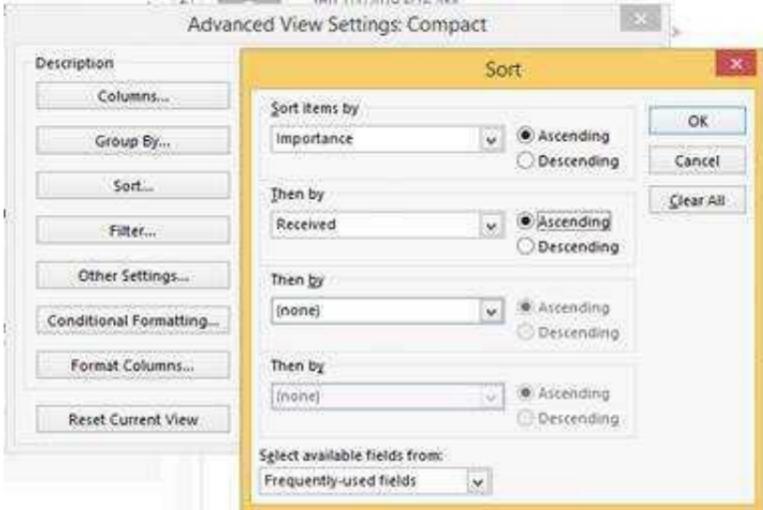
Answer: A

NEW QUESTION 29

Sort the messages in the inbox by importance with high importance at the top and low importance at the bottom. Within each importance level, sort the messages by the date received with the most recent message shown first.



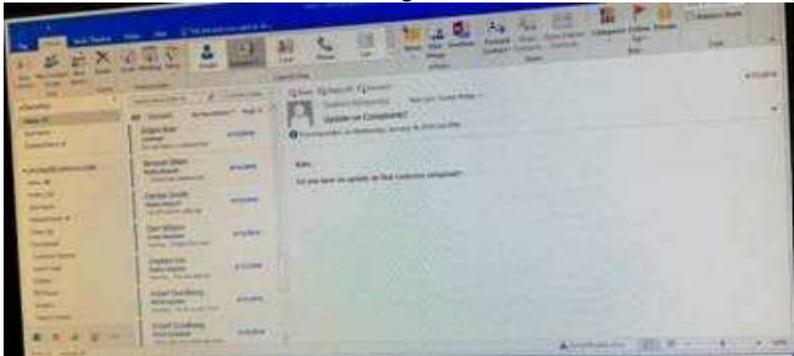
Click on View tab and then View settings. In sort option select the following.



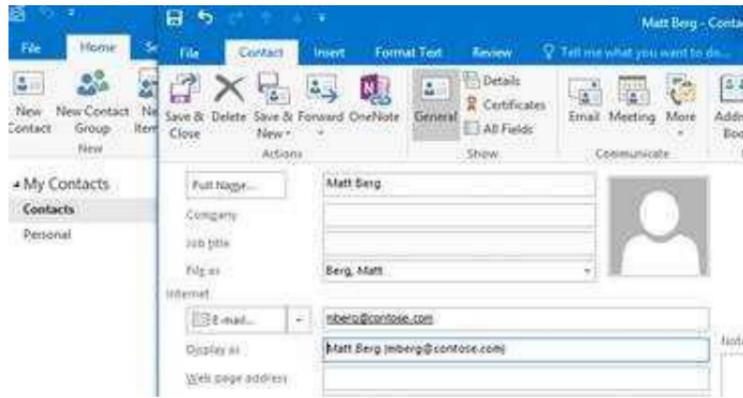
Answer:

NEW QUESTION 31

Create a contact named "Matt Berg" with an email address of "mberg@contose.com" Save and close the contact.



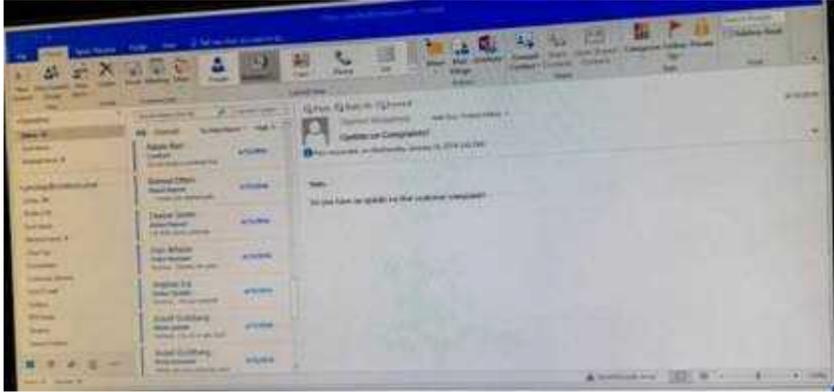
A. See below for solution.Go to contacts – New contact and do the following



Answer: A

NEW QUESTION 32

Send the contact item for "Yvonne Mckay" to "Adam Barr" as a business card.



A. See below for solution. Search the contact "Yvonne Mckay" and the click on "Forward Contact" "As a business card"



Answer: A

NEW QUESTION 35

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