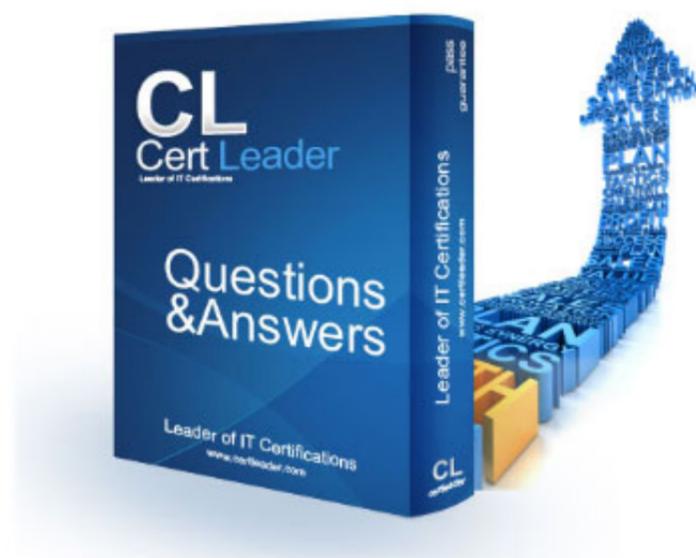


77-731 Dumps

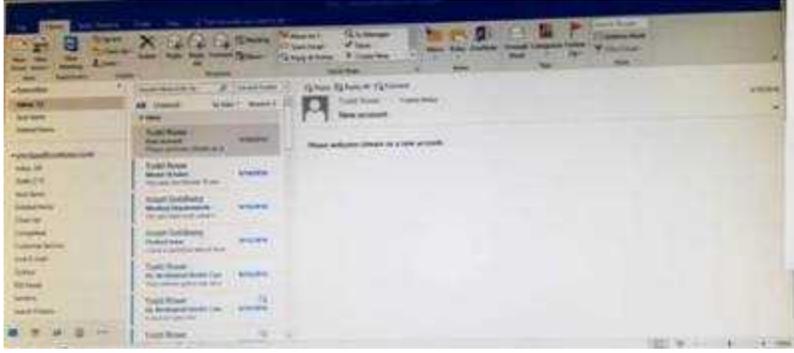
Outlook 2016: Core Communication, Collaboration and Email Skills

<https://www.certleader.com/77-731-dumps.html>

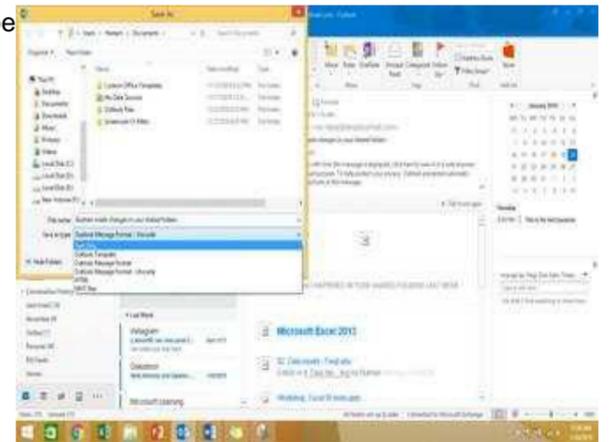


NEW QUESTION 1

In the inbox locate the "Flyer Template" message. Save the message to the Documents folder as a text file. Use default file name.



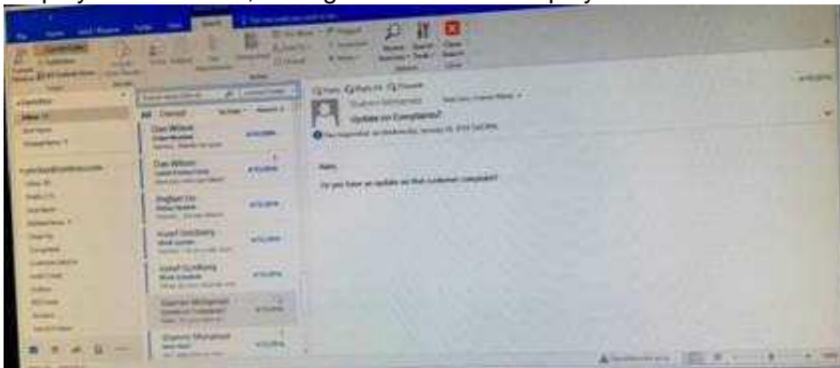
A. See below for solution. Tap to select the message, go to File – Save As and select “Text Only” in Save As type



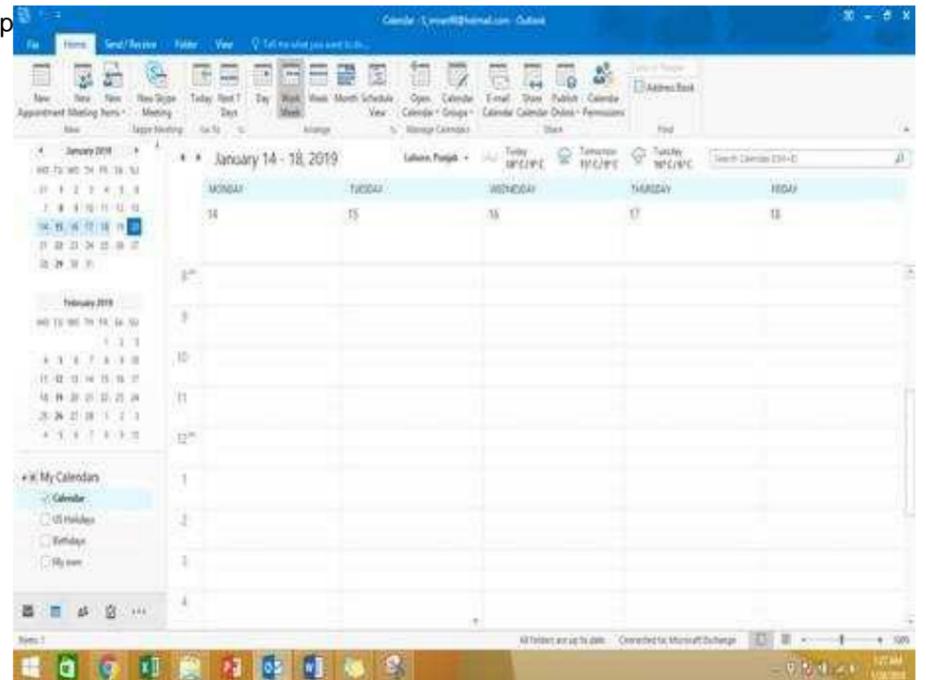
Answer: A

NEW QUESTION 2

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



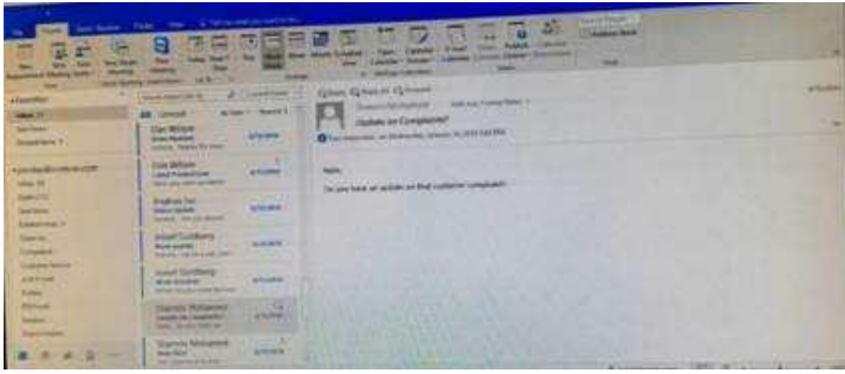
A. See below for solution. Click on calendar and select “Work Week” in Arrange group



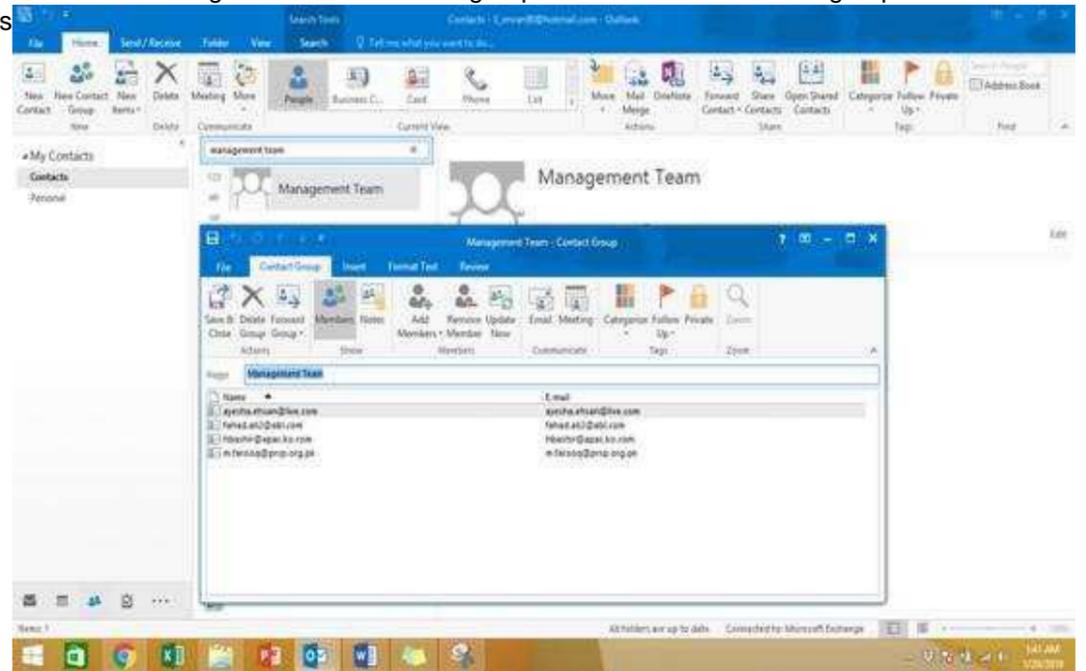
Answer: A

NEW QUESTION 3

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



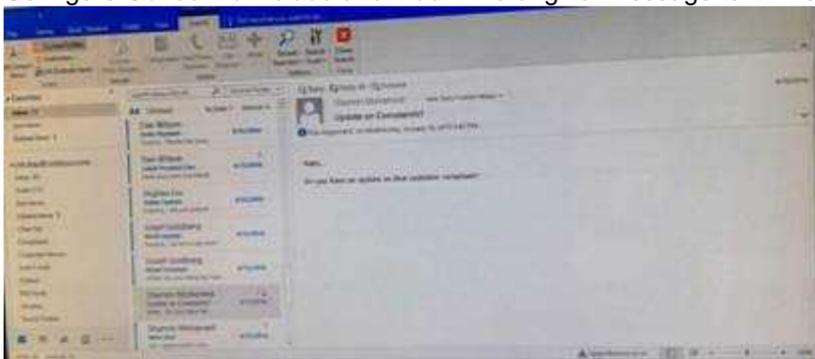
A. See below for solution. On the Navigation bar, click People to view Search the "management team" contact group Double click the contact group Click Add Members and then select the desired list and search and add members



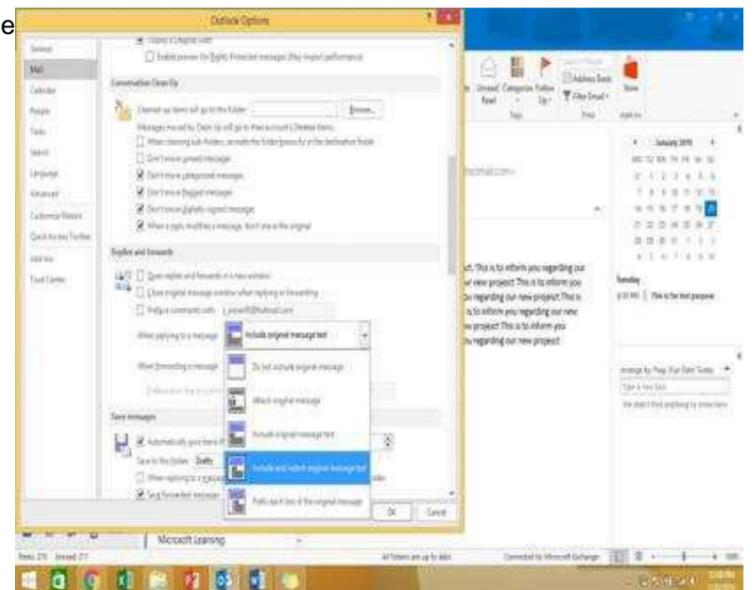
Answer: A

NEW QUESTION 4

Configure Outlook to include and indent the original message text when you reply to a message.



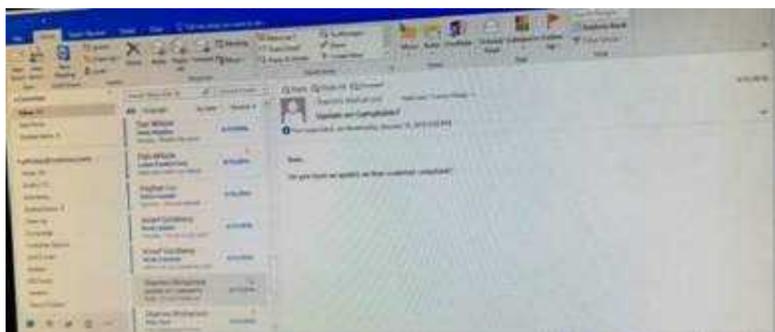
A. See below for solution. File – options – Mail – Replies and forwards – when replying to a message



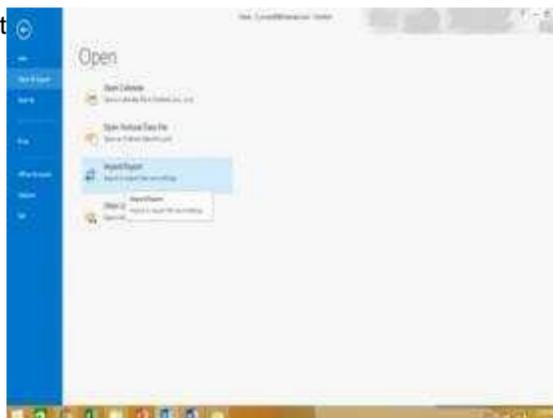
Answer: A

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.



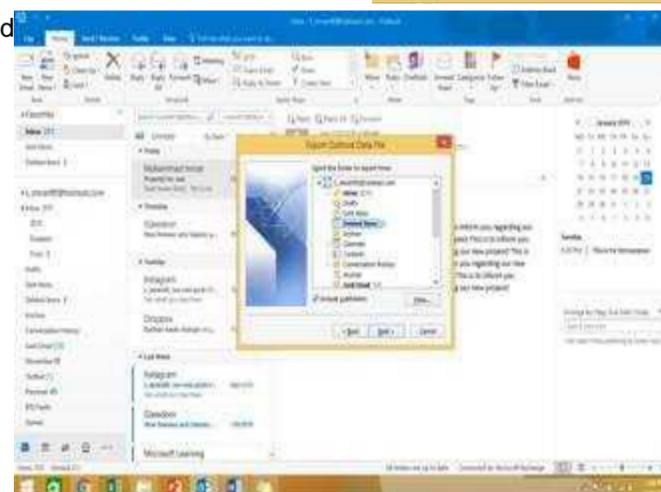
A. See below for solution. •File – Open & Export – Import/Export



•Select Export to a file



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

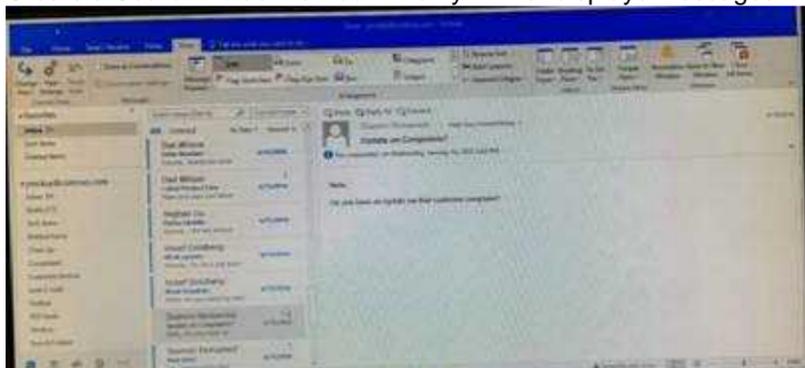


•Select outlook data file (.pst) •Select Deleted items folder and make sure include subfolders is selected

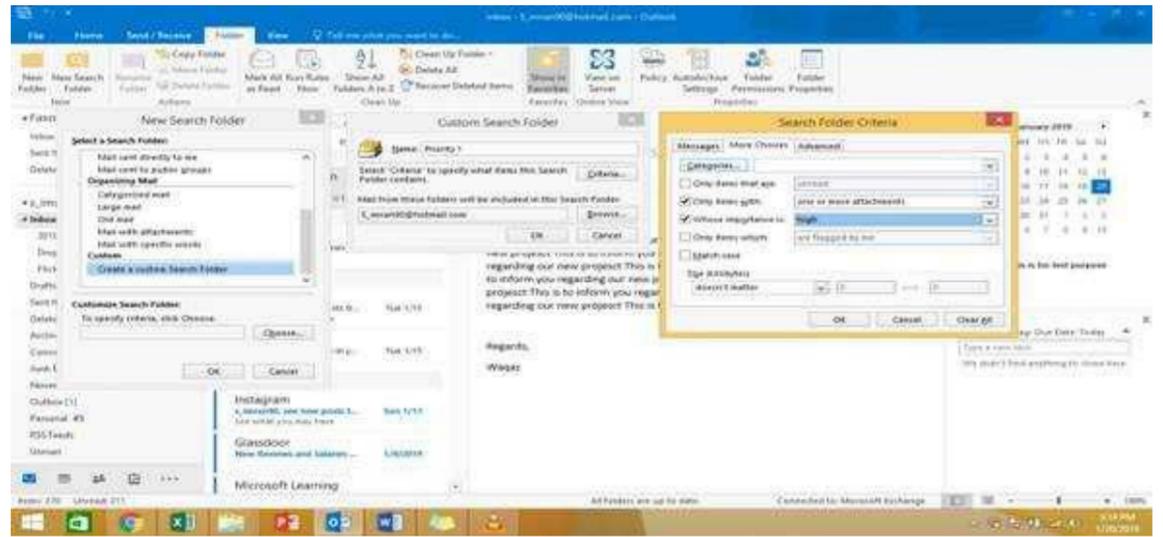
Answer: A

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.



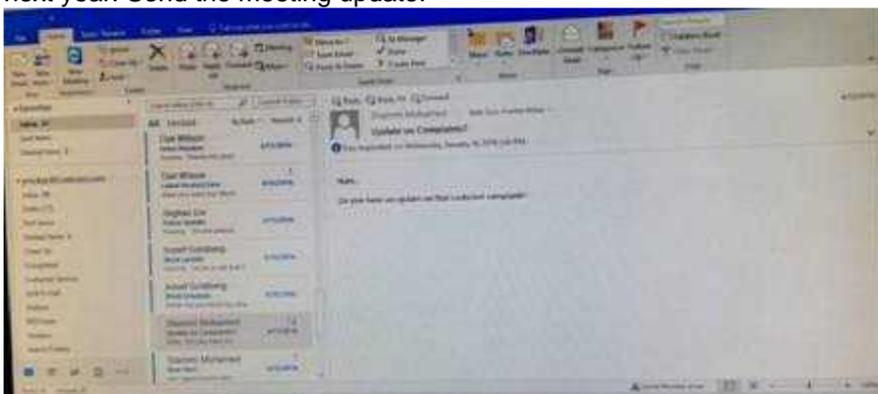
A. See below for solution. •Go to Folder •Select "New Search Folder" •Select create custom search folder and click on "Choose" •Give it name "Priority 1" and select "Criteria" •In "More choices tab" select the required options



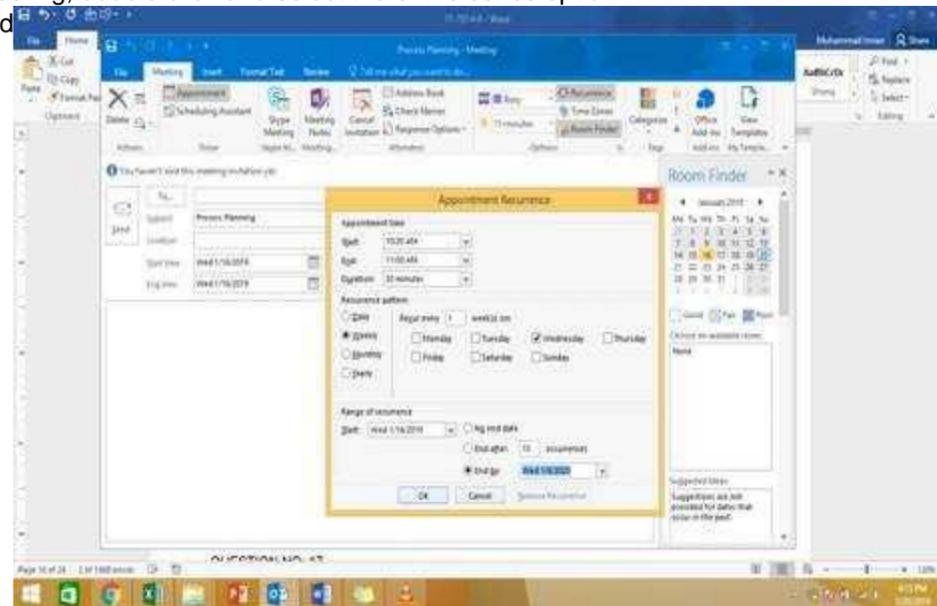
Answer: A

NEW QUESTION 7

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.



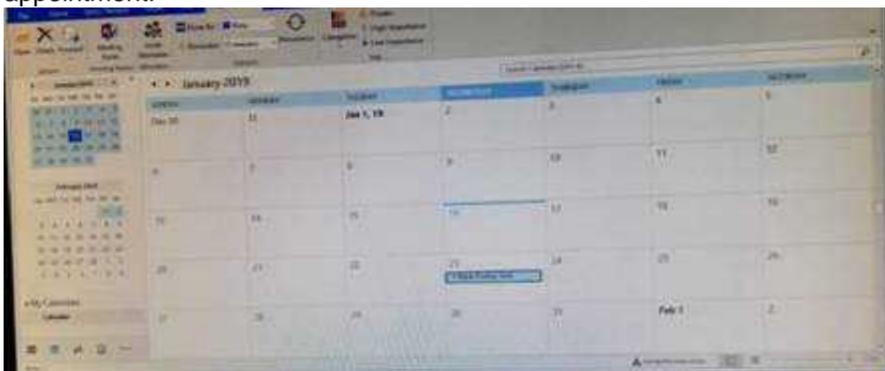
- A. See below for solution. In calendar locate the "Process Planning" meeting, double click and select the entire series option
- B. Click on "recurrence" and then give the desired date in "End By" field



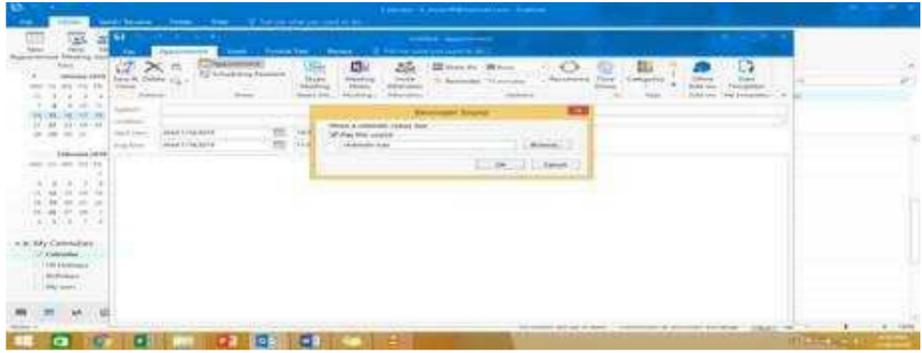
Answer: A

NEW QUESTION 8

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.



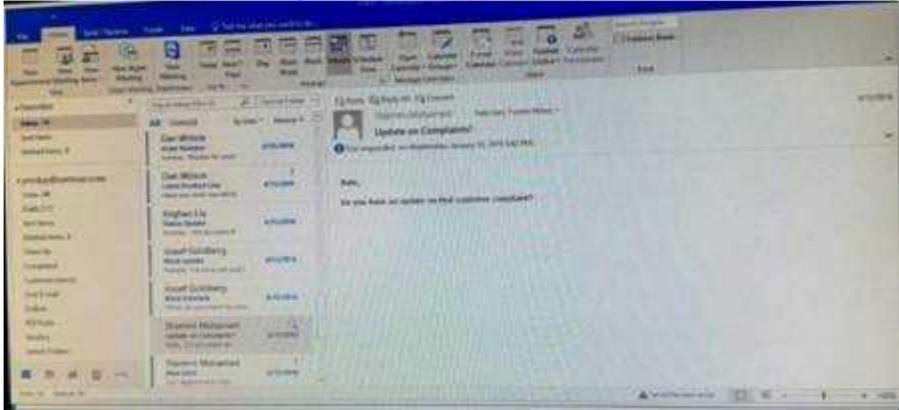
- A. See below for solution. Locate the appointment in calendar and double click to open it
- B. Click on Options dialog box launcher and uncheck "Play this sound"



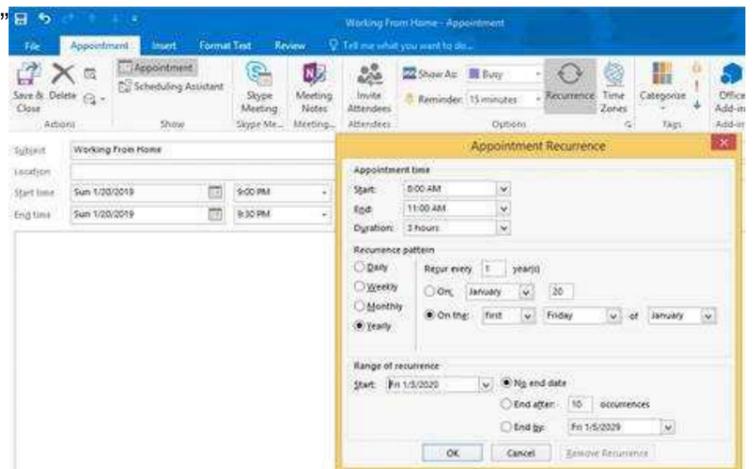
Answer: A

NEW QUESTION 9

Create an appointment that has the subject "Working From Home". Configure the appointment to recur from 8:00 Am to 11:00 AM (from 8 o'clock until 11 o'clock) every other Friday starting the first Friday of next year. Show your time during the appointment as Working Elsewhere. Save close the appointment.



A. See below for solution. •Create a new appointment and give the following options in "Recurrence"



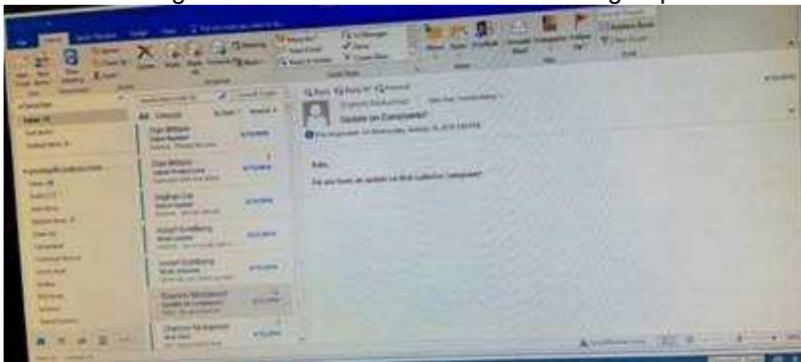
•In Show as, select "Working elsewhere" and save and close the appointment.



Answer: A

NEW QUESTION 10

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



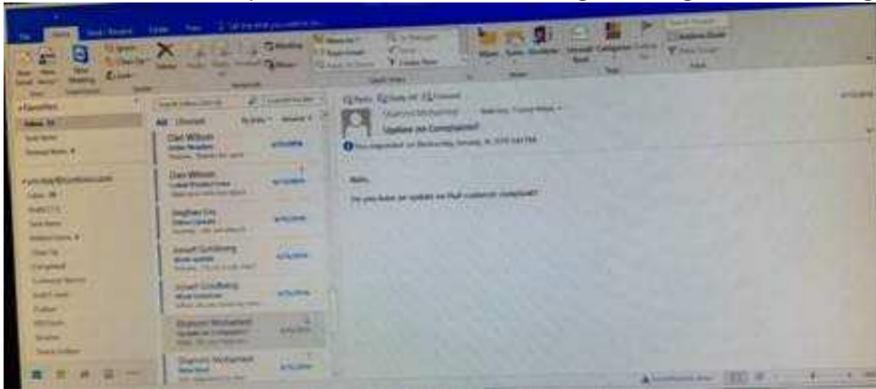
- A. See below for solution. Create new message with the above mentioned recipient and subject
- B. Click on Options – Voting buttons – Custom and then enter Small;Medium;Large (separated by semi colon) Close the dialog box and click on Send.



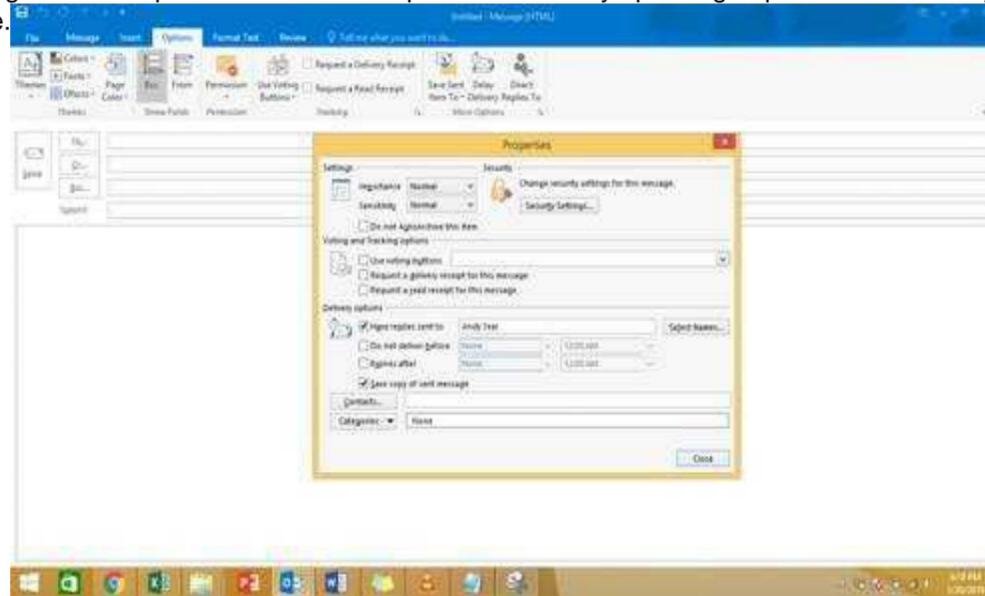
Answer: A

NEW QUESTION 10

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



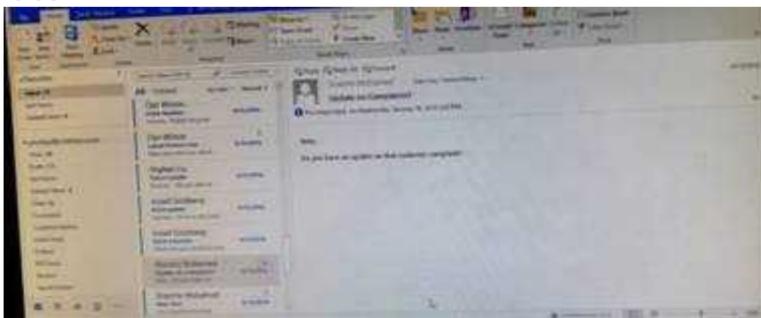
A. See below for solution. Open the message – Go to Options tab – Direct Replies to – Delivery options group – select the “Andy Teal” in Have replies sent to field. Close the box and send the message.



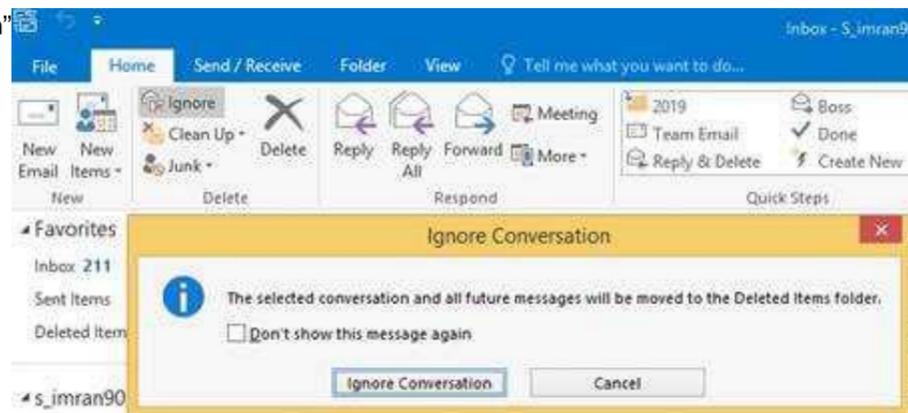
Answer: A

NEW QUESTION 12

Locate the "Account" conversation in the Vendors folder. Send the entire conversation and all future messages related to that conversation to the Deleted items folder.



A. See below for solution. Locate the conversation
B. Click on "Ignore" and then "Ignore Conversation"

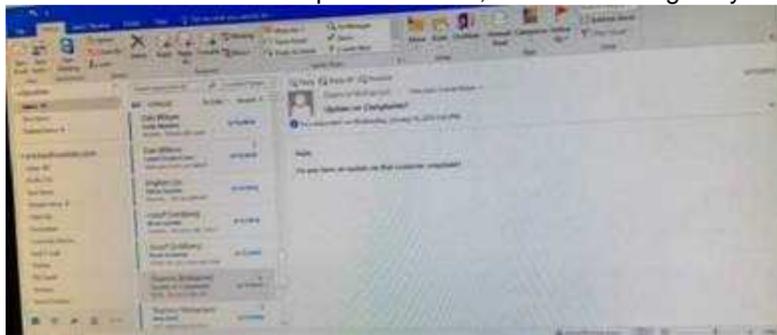


Answer: A

NEW QUESTION 15

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.



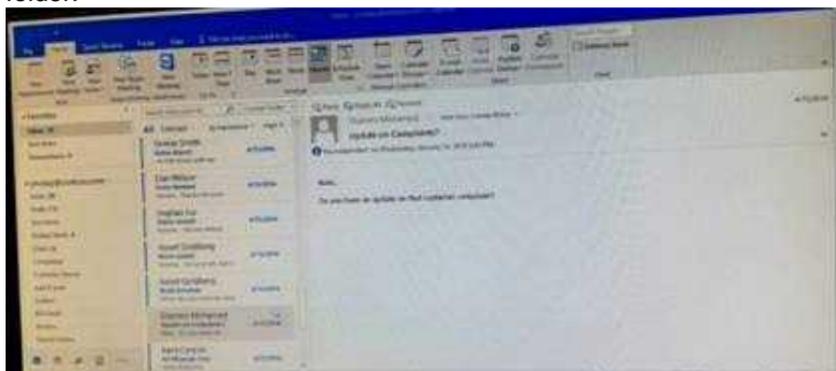
Click on View tab and then View settings. In sort option select the following.



Answer:

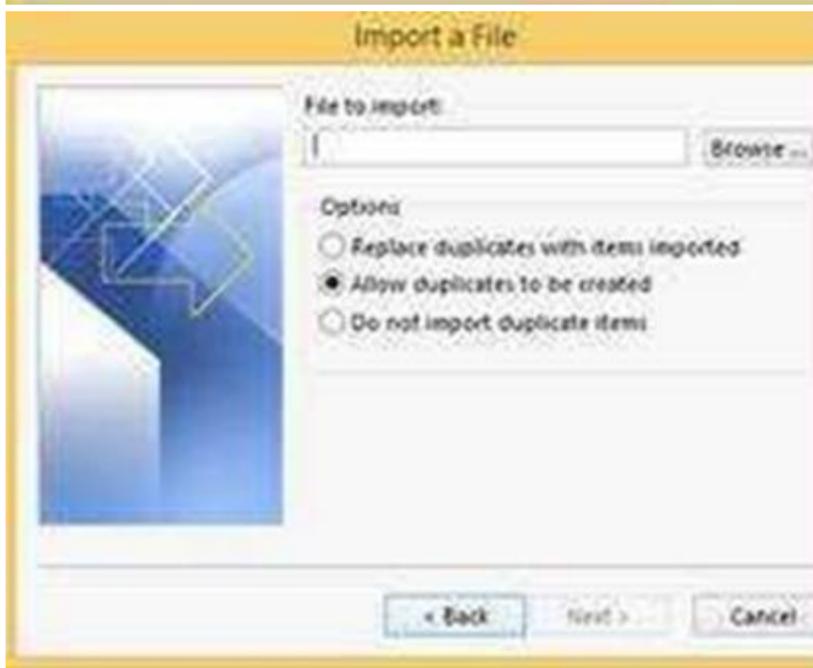
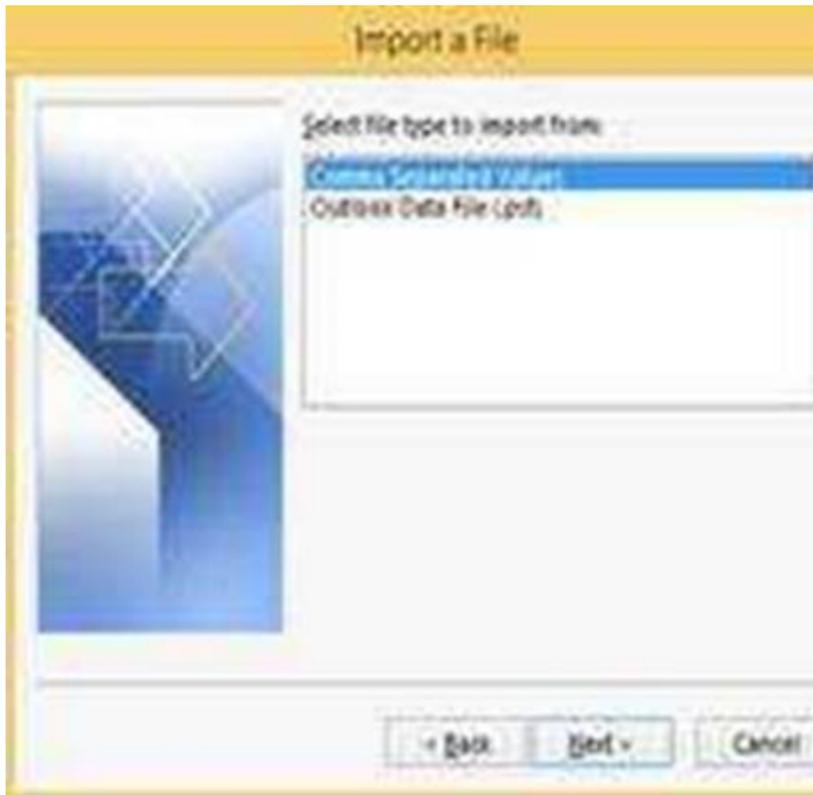
NEW QUESTION 19

Import the contacts from the PersonalContacts.csv located in the Documents folder into the Contacts folder.



- File – open & export – Import/Export
- Import from another program or file
- Comma separated values
- Locate the file and import

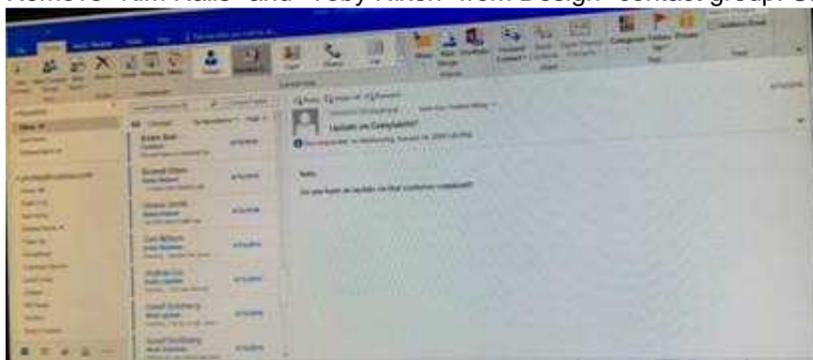




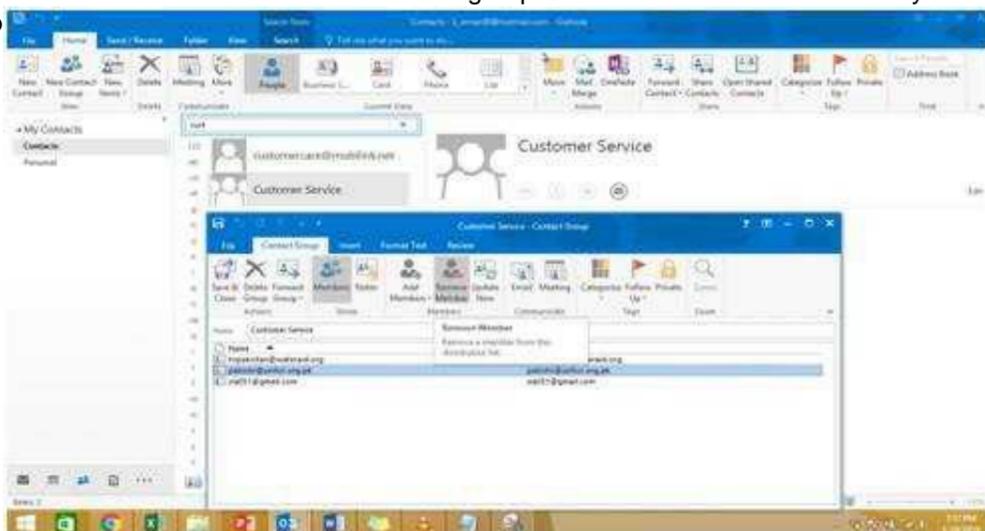
Answer:

NEW QUESTION 20

Remove "Kim Ralls" and "Toby Nixon" from Design" contact group. Saves and close the contact group.



A. See below for solution. •Search the contact group •Select the "Kim Ralls" and "Toby Nixon" contacts and remove them one by one •Saves and close the contact group



Answer: A

NEW QUESTION 21

.....

Thank You for Trying Our Product

* 100% Pass or Money Back

All our products come with a 90-day Money Back Guarantee.

* One year free update

You can enjoy free update one year. 24x7 online support.

* Trusted by Millions

We currently serve more than 30,000,000 customers.

* Shop Securely

All transactions are protected by VeriSign!

100% Pass Your 77-731 Exam with Our Prep Materials Via below:

<https://www.certleader.com/77-731-dumps.html>