

77-731^{Q&As}

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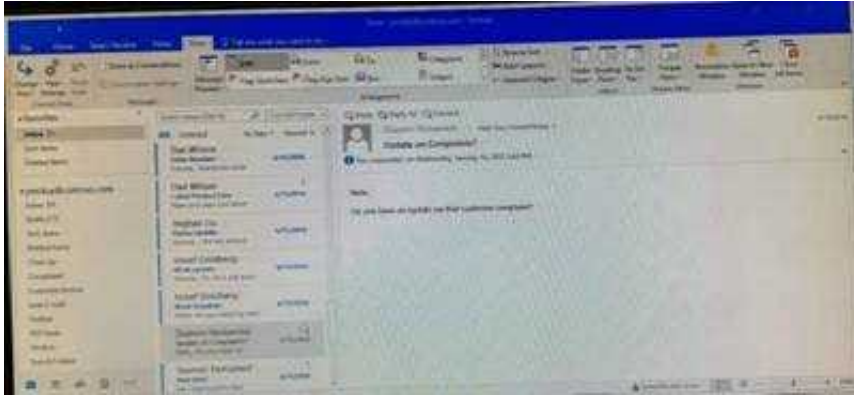
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QUESTION 1

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



Correct Answer: See below for solution.

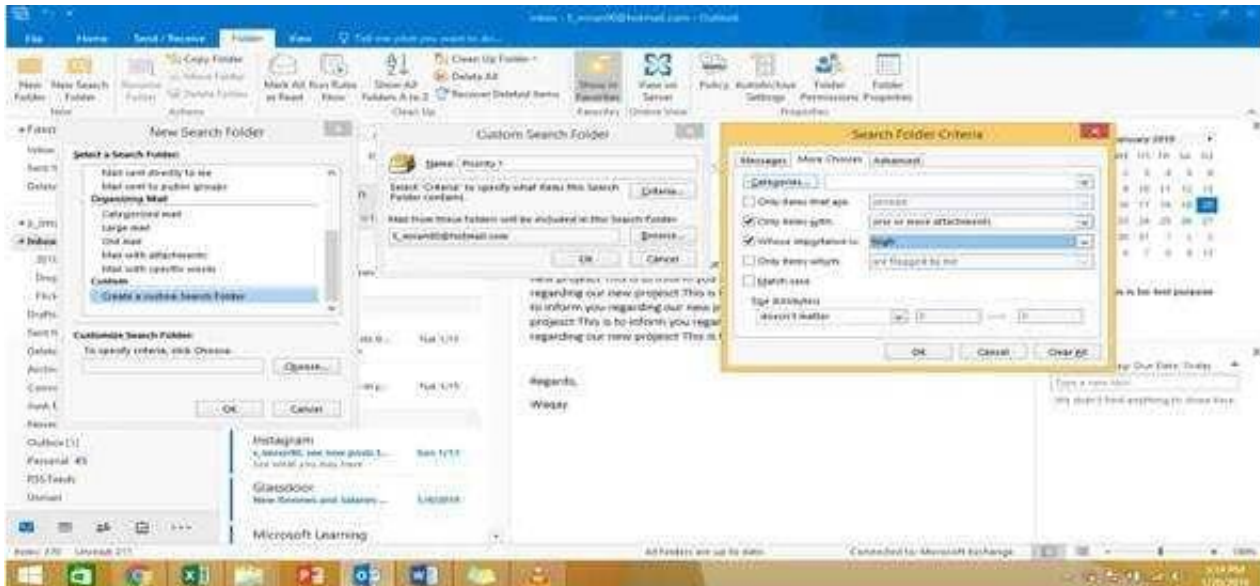
Go to Folder

Select "New Search Folder"

Select create custom search folder and click on "Choose"

Give it name "Priority 1" and select "Criteria"

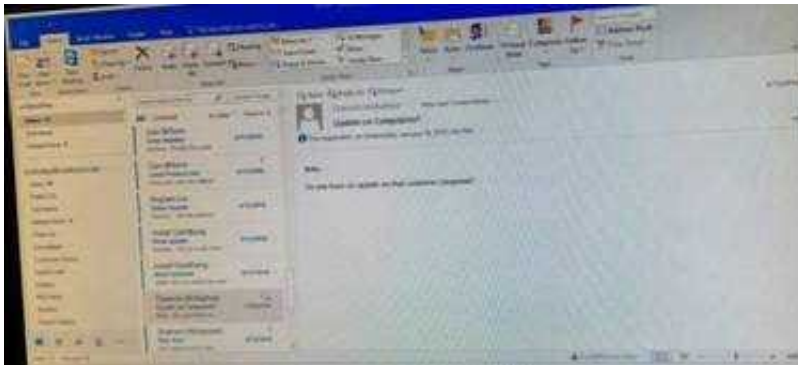
In "More choices tab" select the required options



QUESTION 2

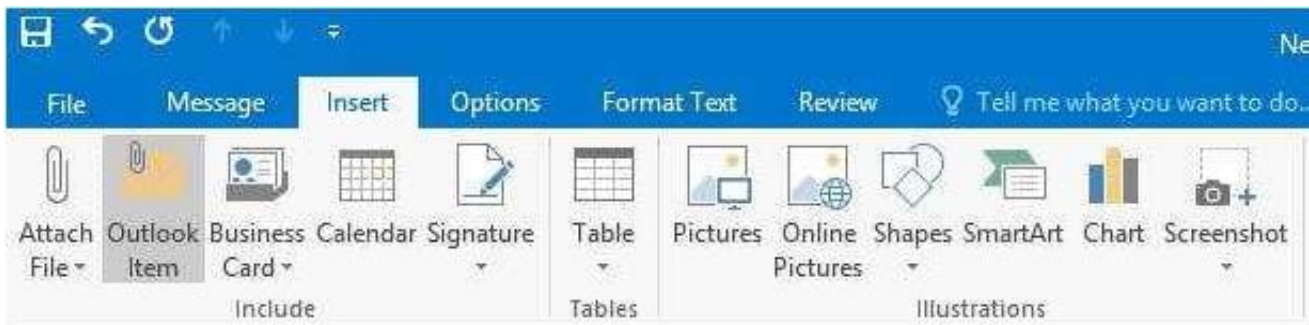
In the Drafts folder locate the message that has the subject '\\\\Workflow for review\\\\'. Insert the Customer Service

Workflow image from the pictures folder below the body text. Send the message.



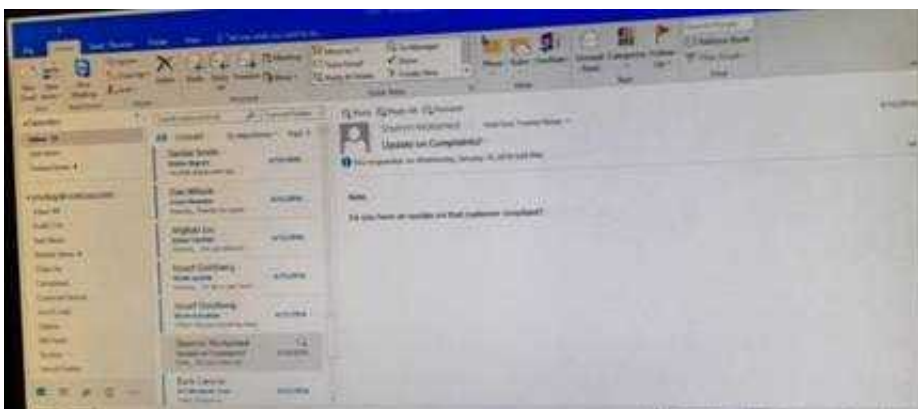
Correct Answer: See below for solution.

Locate and open the message. Put the cursor at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.



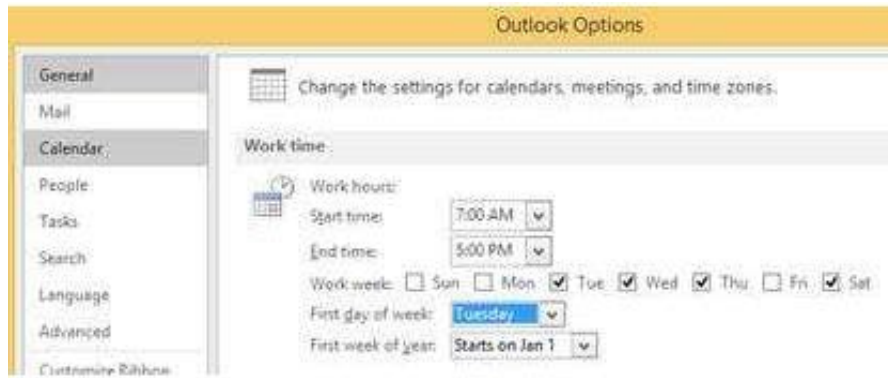
QUESTION 3

Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.



Correct Answer: See below for solution.

File – options – Calendar – Work week, then select the following options



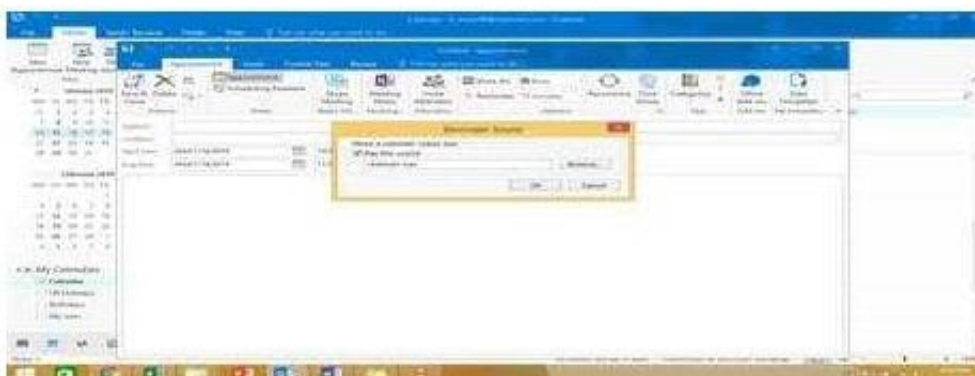
QUESTION 4

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.



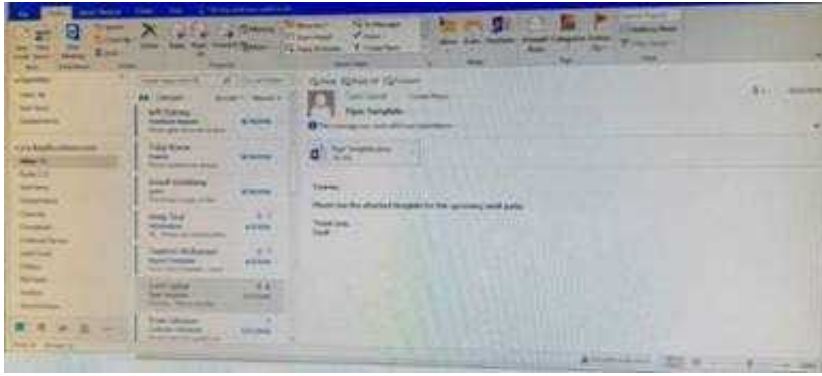
Correct Answer: See below for solution.

Locate the appointment in calendar and double click to open it. Click on Options dialog box launcher and uncheck "Play this sound"



QUESTION 5

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



Correct Answer: 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.

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