

77-731^{Q&As}

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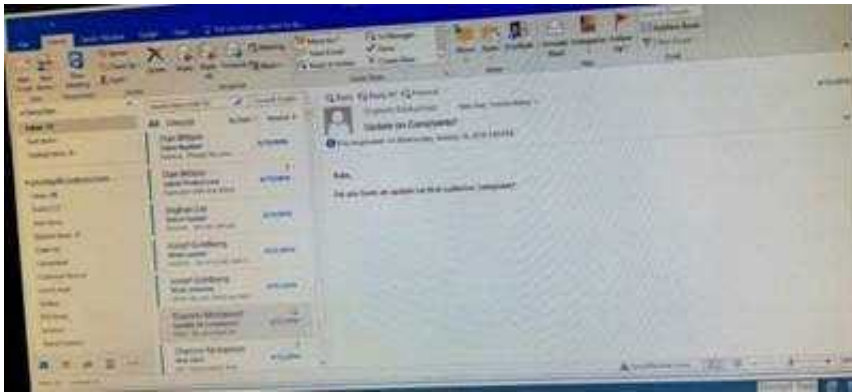
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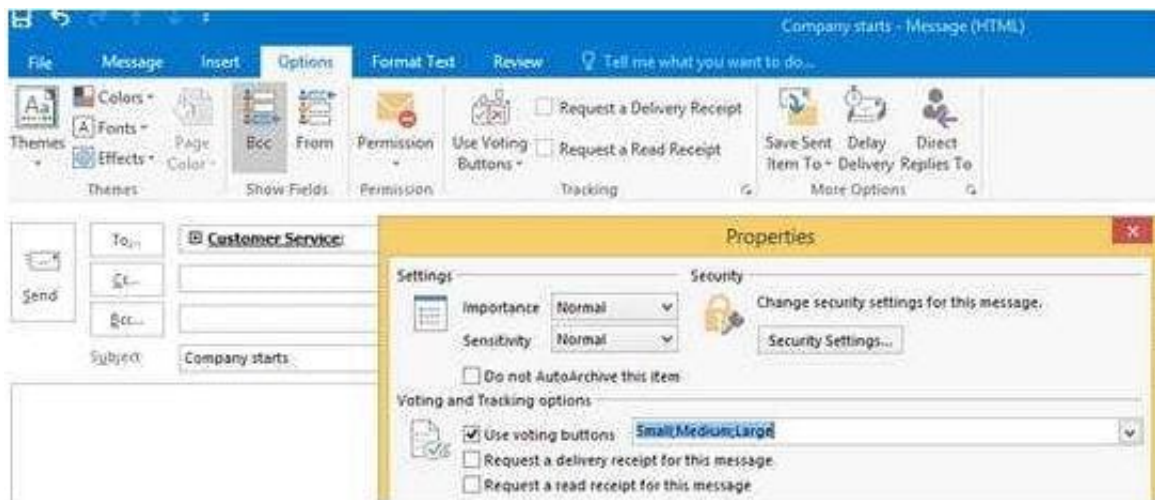
QUESTION 1

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



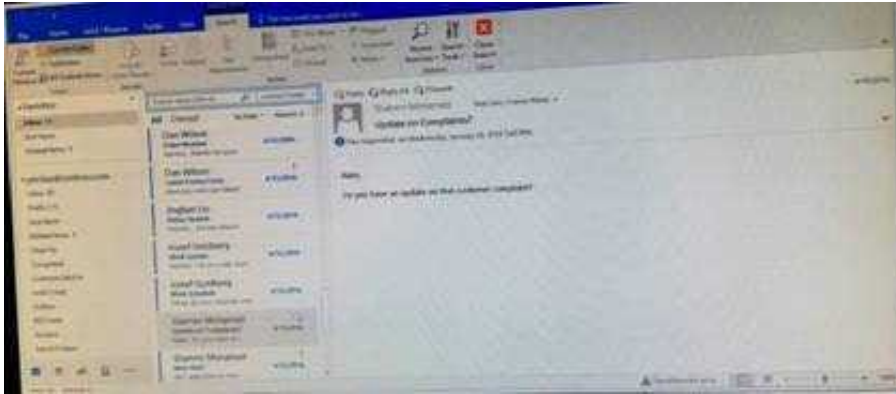
Correct Answer: See below for solution.

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



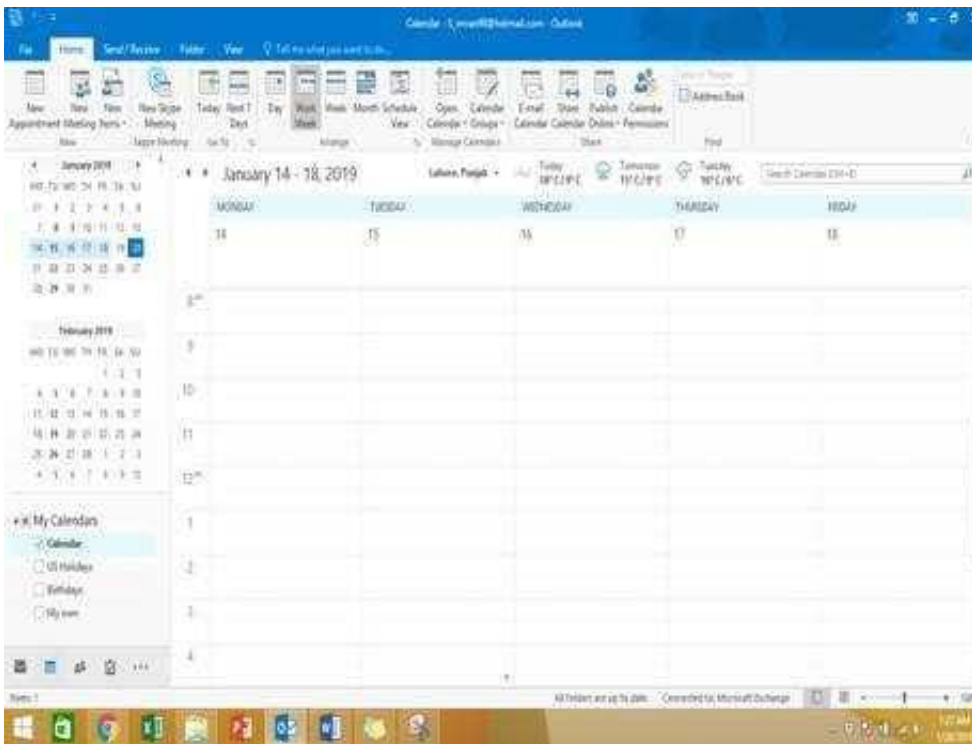
QUESTION 2

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



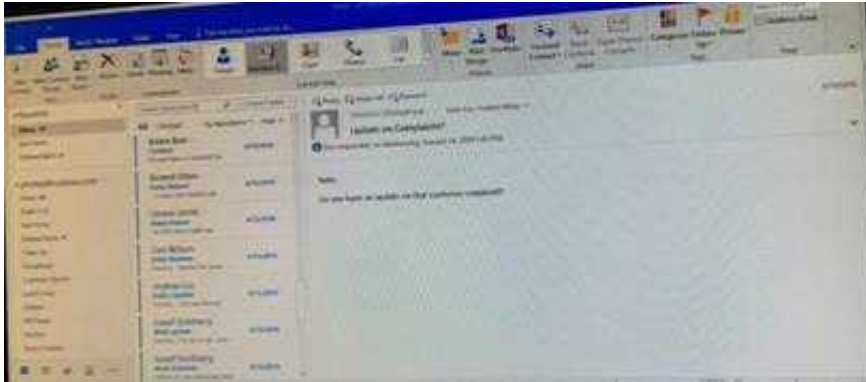
Correct Answer: See below for solution.

Click on colander and select "Work Week" in Arrange group



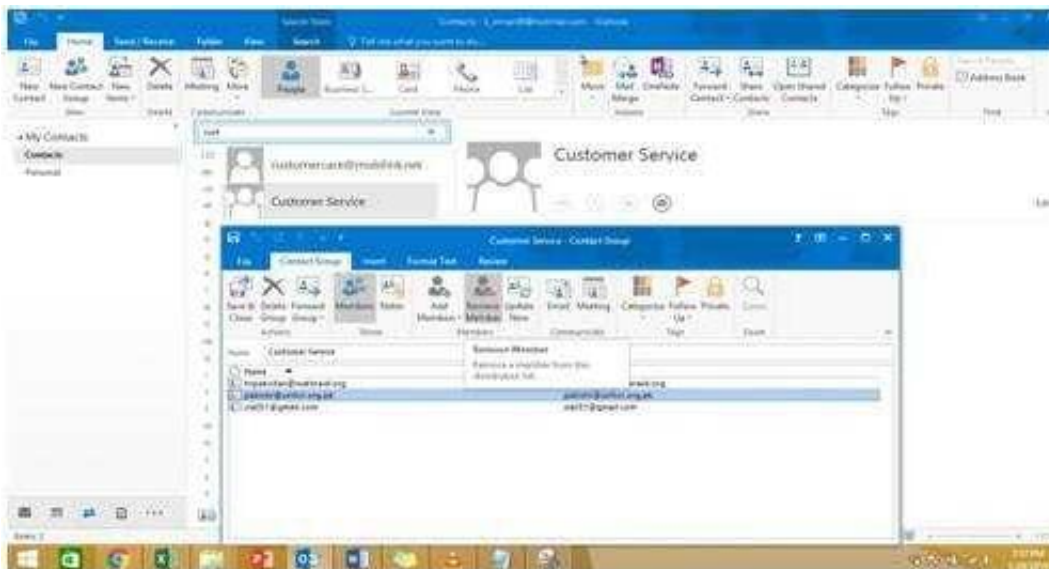
QUESTION 3

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



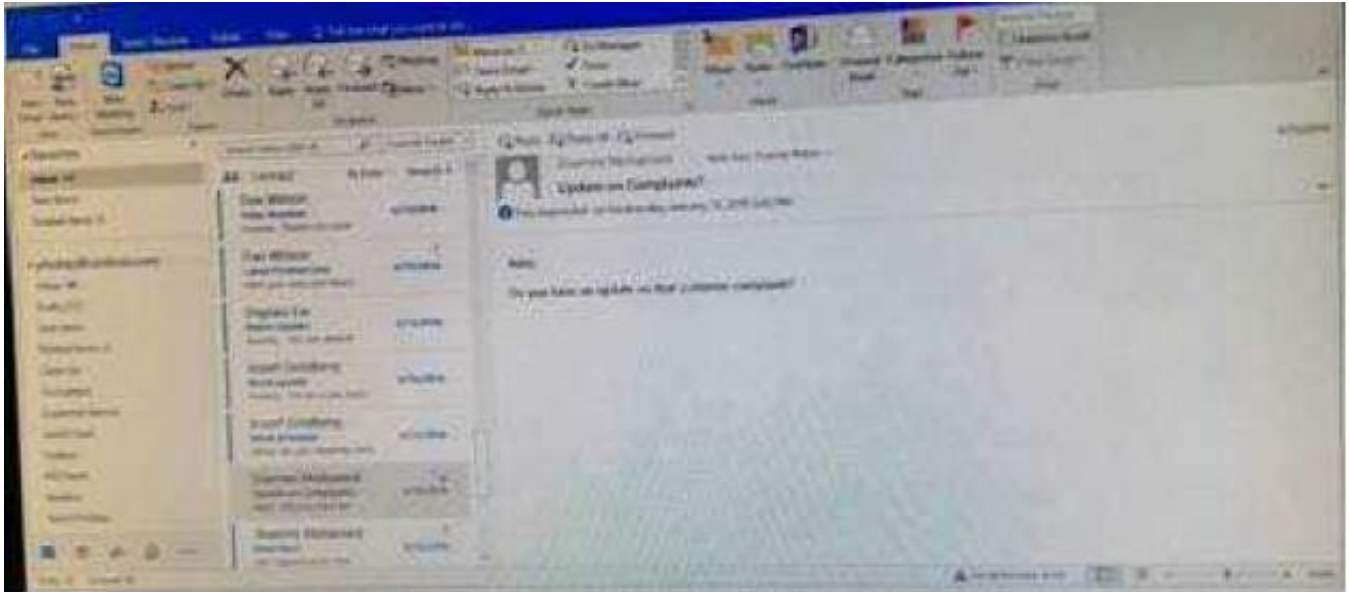
Correct Answer: See below for solution.

Search the contact group Select the '\\\\Kim Ralls\\\\' and '\\\\Toby Nixon\\\\' contacts and remove them one by one Saves and close the contact group



QUESTION 4

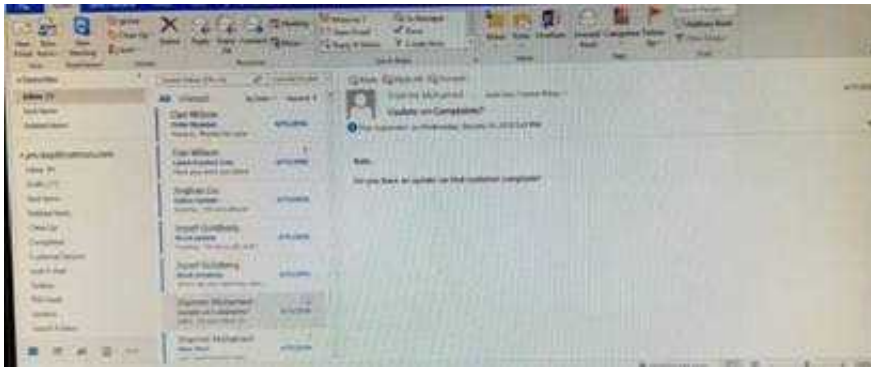
On the Calendar, locate the "Flight" appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: 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.

Use advanced Find to locate a message that contains the phrase '\\\\'Model 18\\\' in the message body and has confidential sensitivity. Delete the message. Close the Advance Find dialog box.

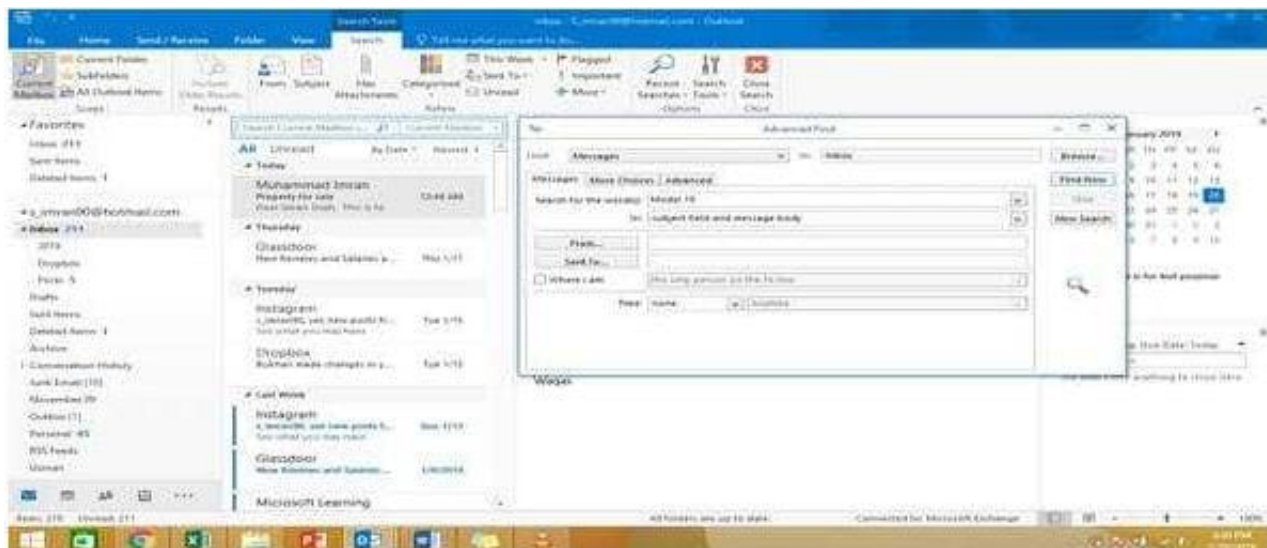


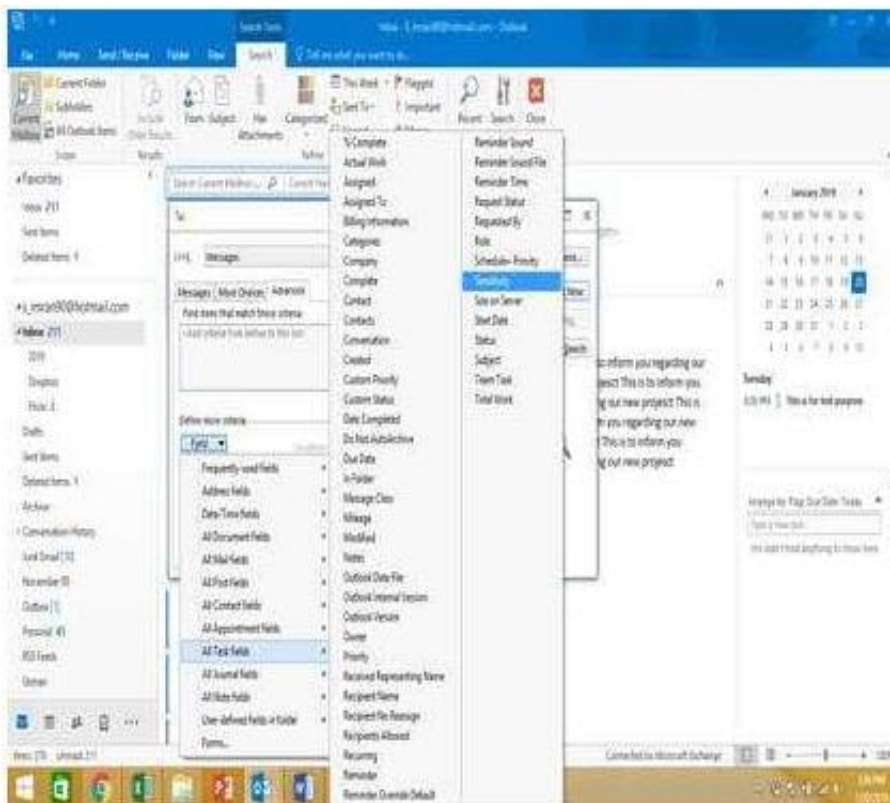
Correct Answer: See below for solution.

Click in "search mail" to activate "search" tab and click "Advanced find"

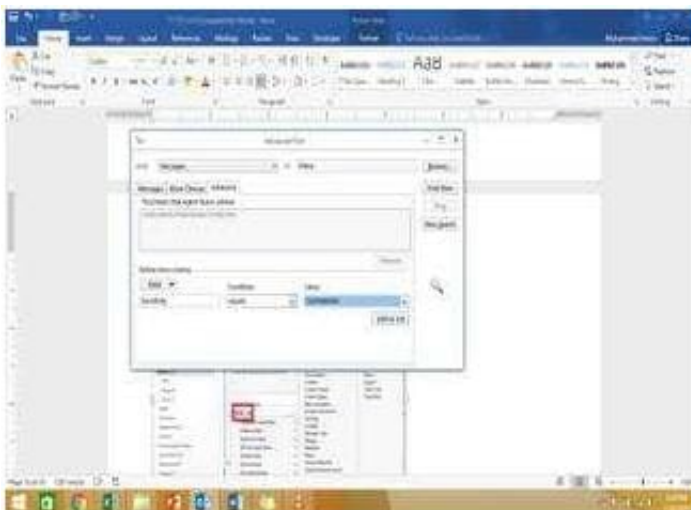


In the "Advanced Find" box give the desired criteria Go to "Advanced" tab and click on "Field option – All task fields – Sensitivity"





Give the criteria and add to list. Find the message, delete and close the box



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