# 77-731<sup>Q&As</sup>

Outlook 2016 Core Communication, Collaboration and Email Skills

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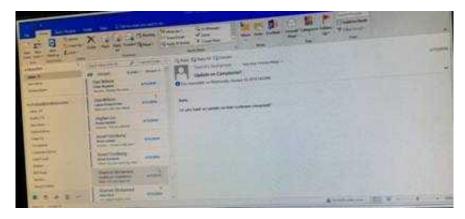
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#### **QUESTION 1**

Reset the navigation pane buttons to the default settings.



Correct Answer: See below for solution.

On the Navigation Bar, click ...

Click navigation options then click on Reset

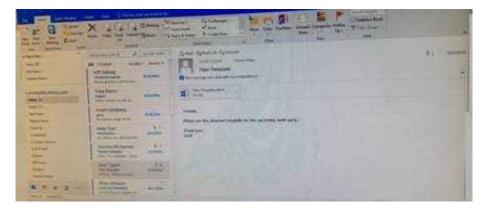


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#### **QUESTION 2**

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



Correct Answer: See below for solution.

In message body click on Format Text tab -Change styles -Style set -select Basic (Stylish)

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		- Michael - C. Andrea

#### **QUESTION 3**

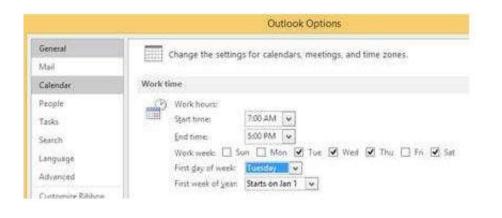
Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.

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Correct Answer: See below for solution.

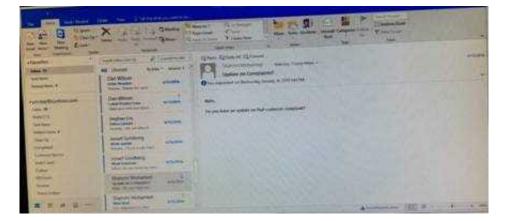
File - options - Calendar - Work week, then select the following options

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#### **QUESTION 4**

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



Correct Answer: 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.

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#### **QUESTION 5**

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.

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Correct Answer: See below for solution.

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





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