

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

Outlook 2016 Core Communication, Collaboration and Email Skills

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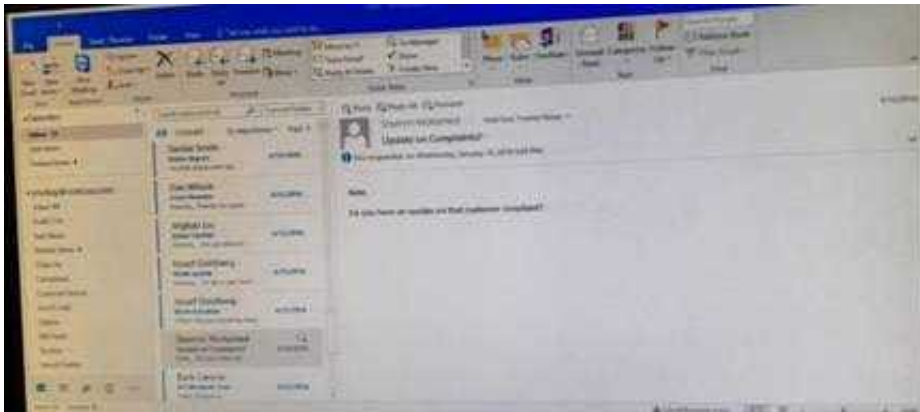
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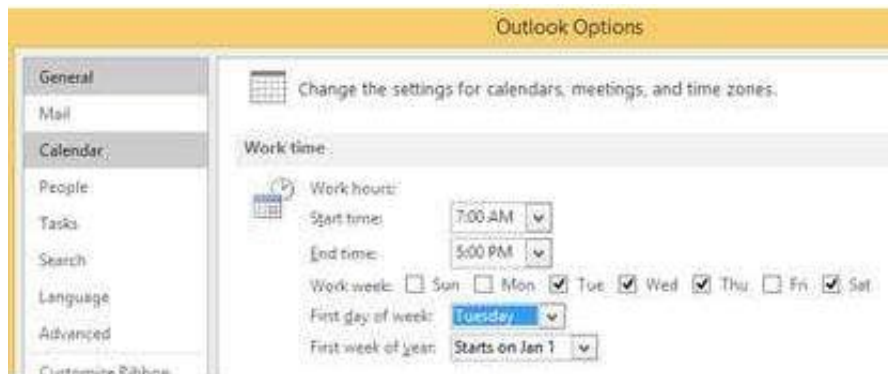
## QUESTION 1

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.



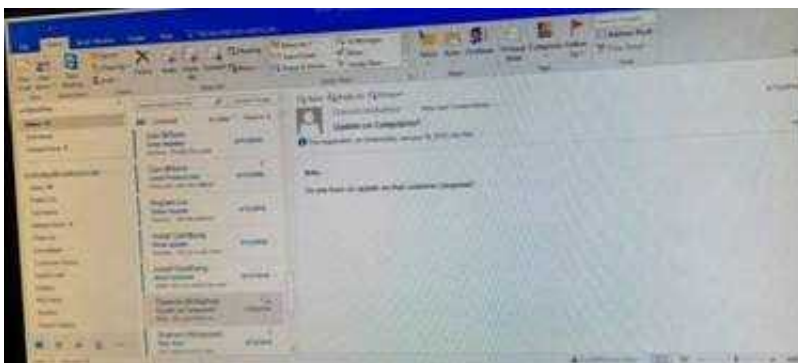
Correct Answer: See below for solution.

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



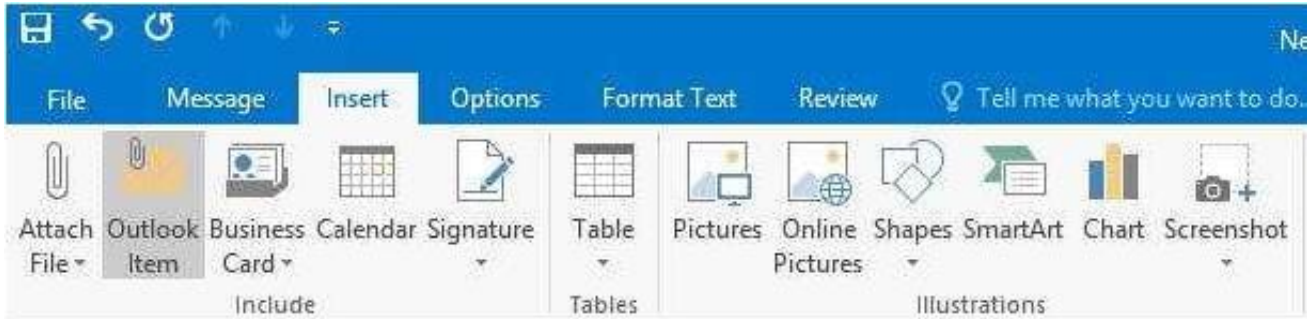
## QUESTION 2

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.



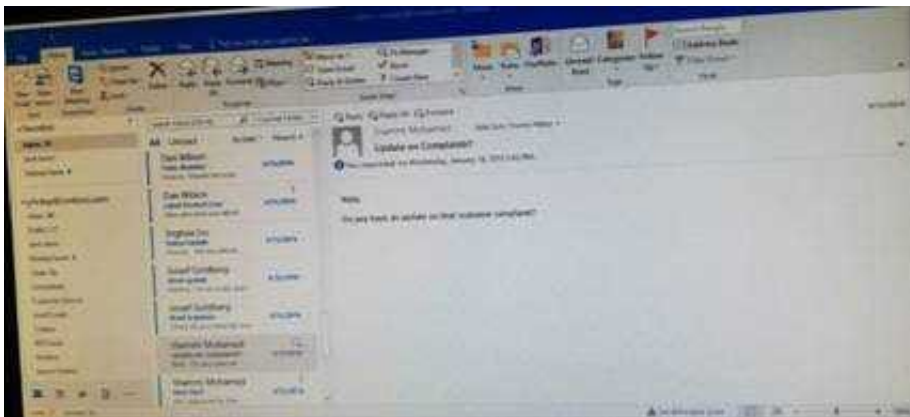
Correct Answer: See below for solution.

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.



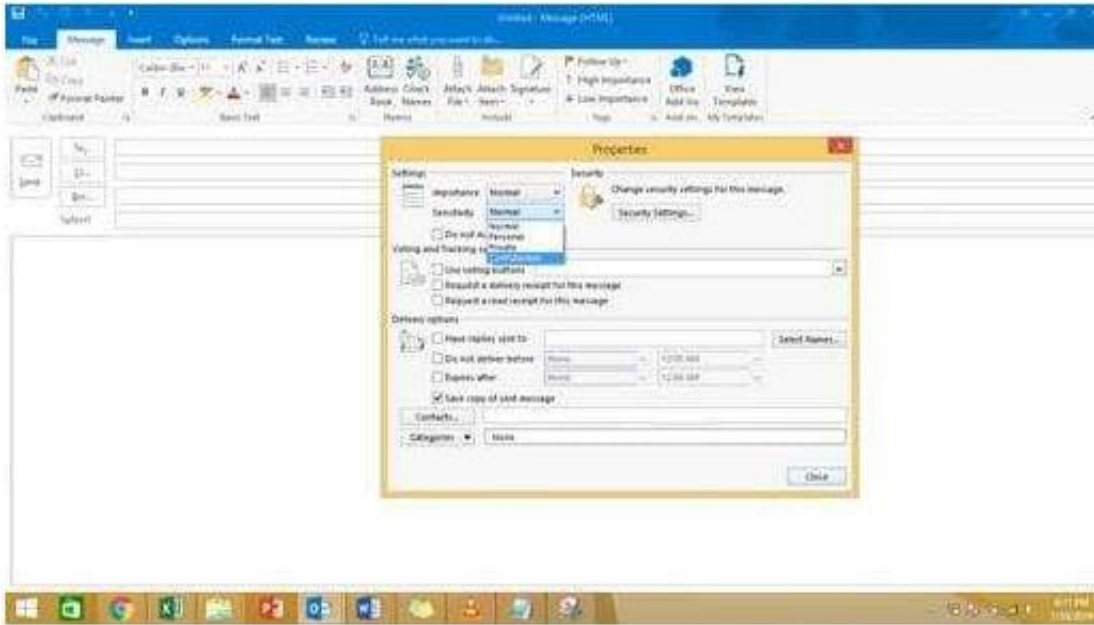
### QUESTION 3

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



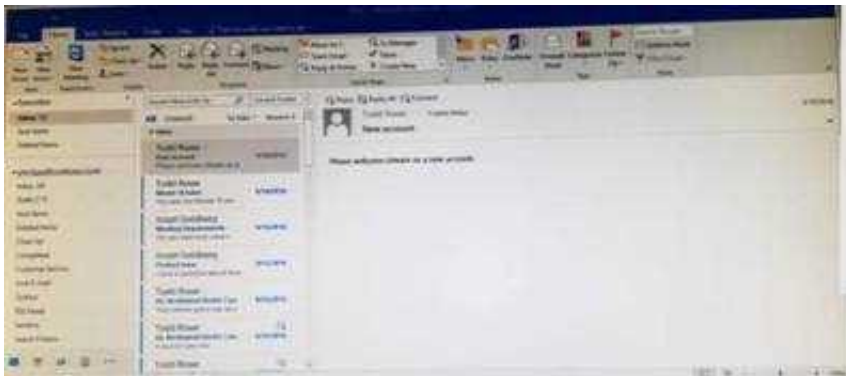
Correct Answer: See below for solution.

Open the message and click on message options dialog box launcher. Select the sensitivity, close the box and send.



## QUESTION 4

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



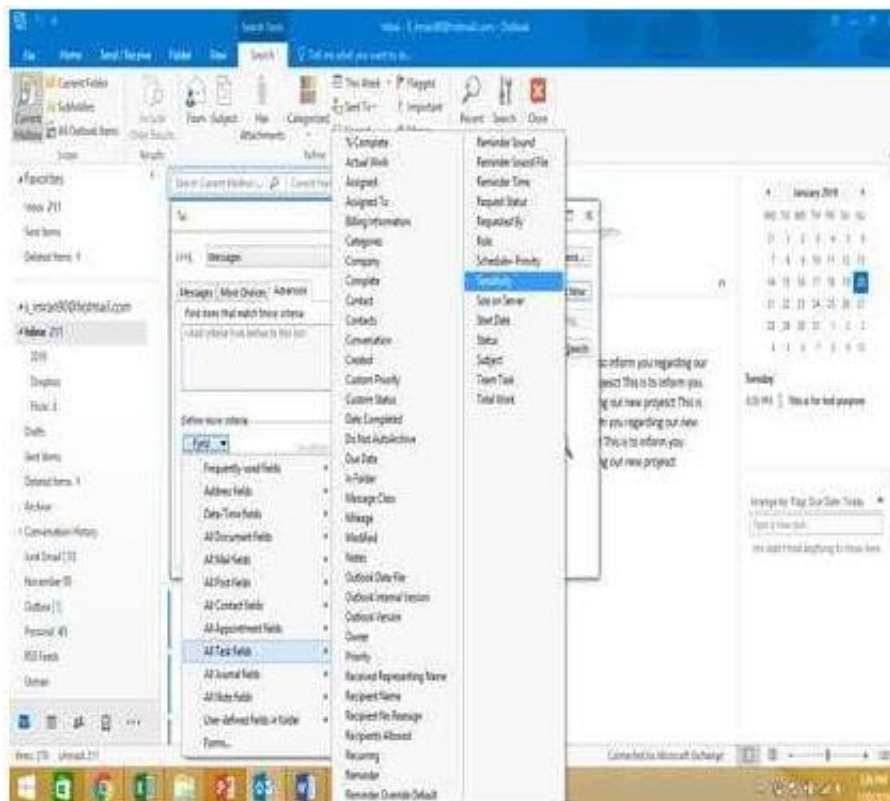
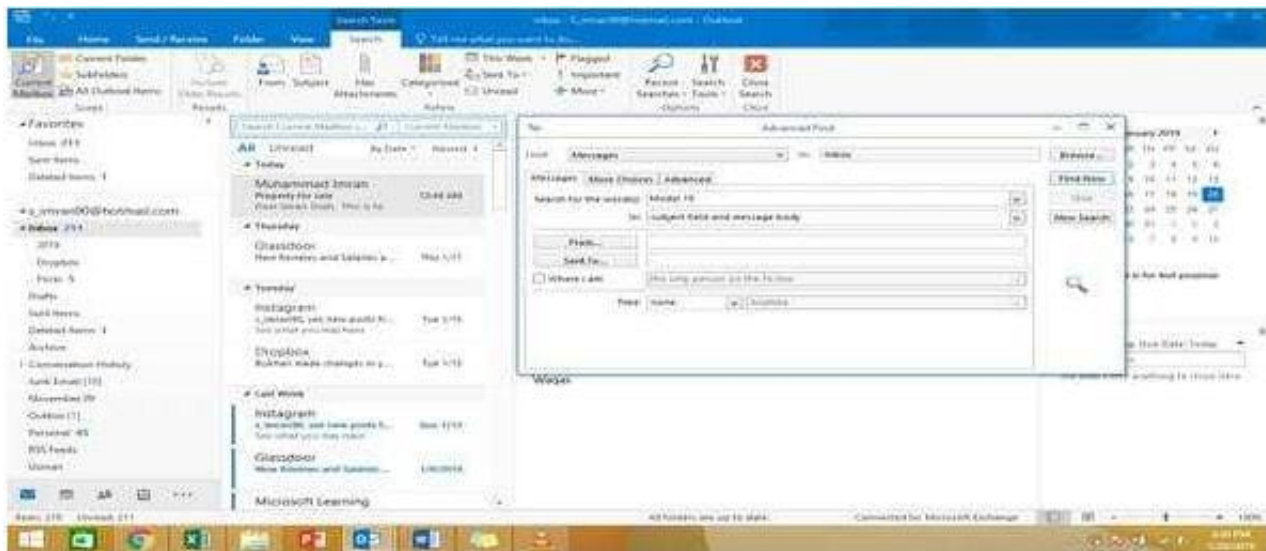
Correct Answer: See below for solution.

Tap to select the message, go to File -Save As and select "Text Only" in Save As type

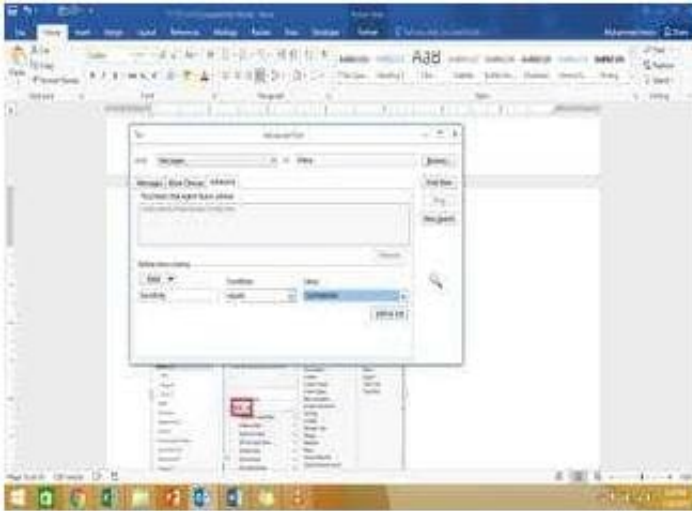




In the “Advanced Find” box give the desired criteria Go to “Advanced” tab and click on “Field option – All task fields – Sensitivity”

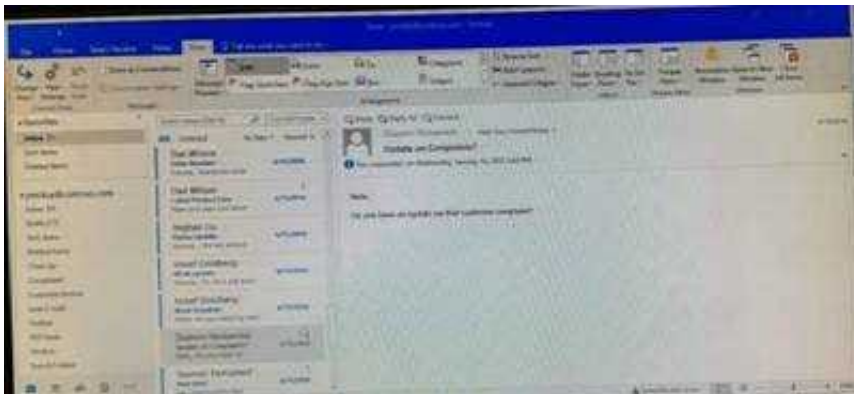


Give the criteria and add to list. Find the message, delete and close the box



## QUESTION 6

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.

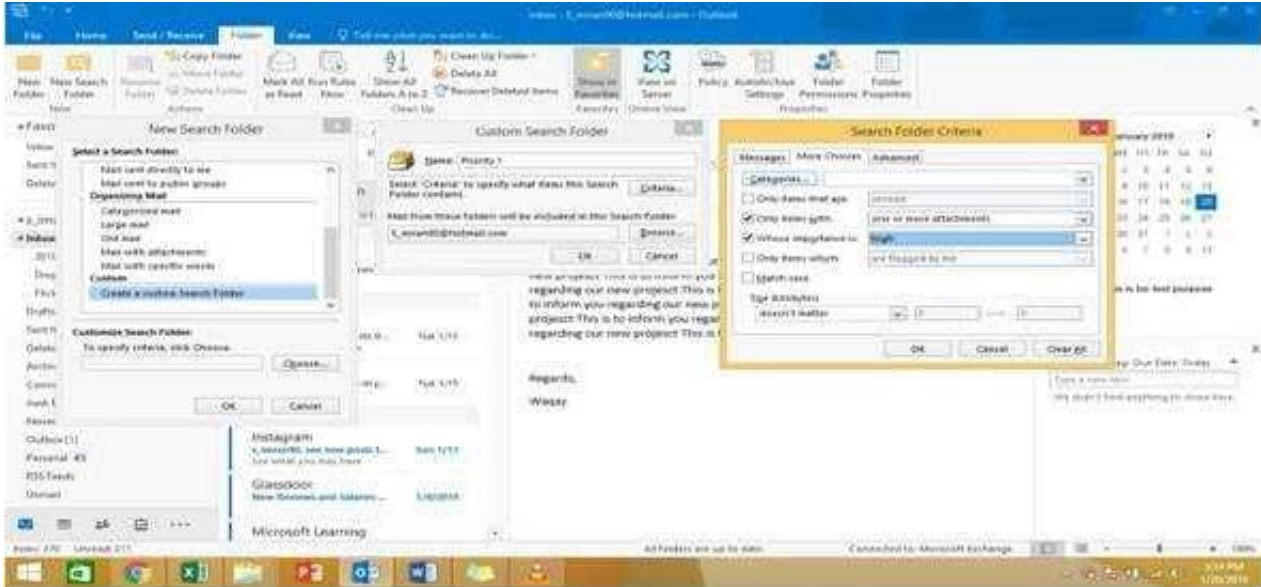
Go to Folder

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 7**

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



Correct Answer: See below for solution.

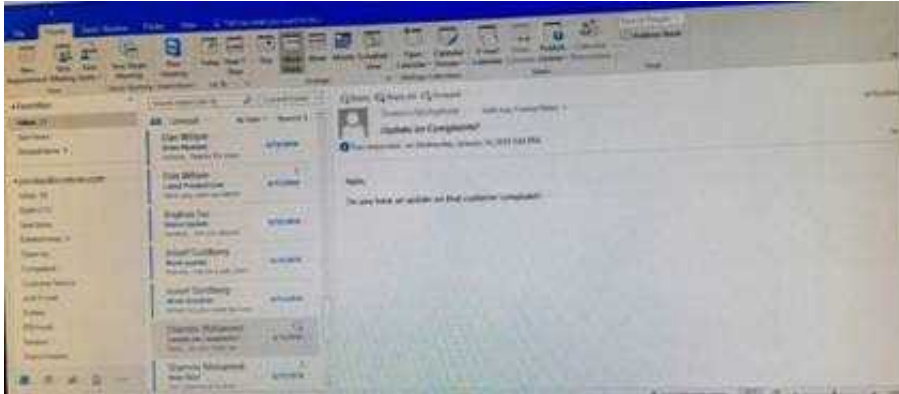
File – open and export – Import/Export Import from another program or file Comma separated values Locate the file and import





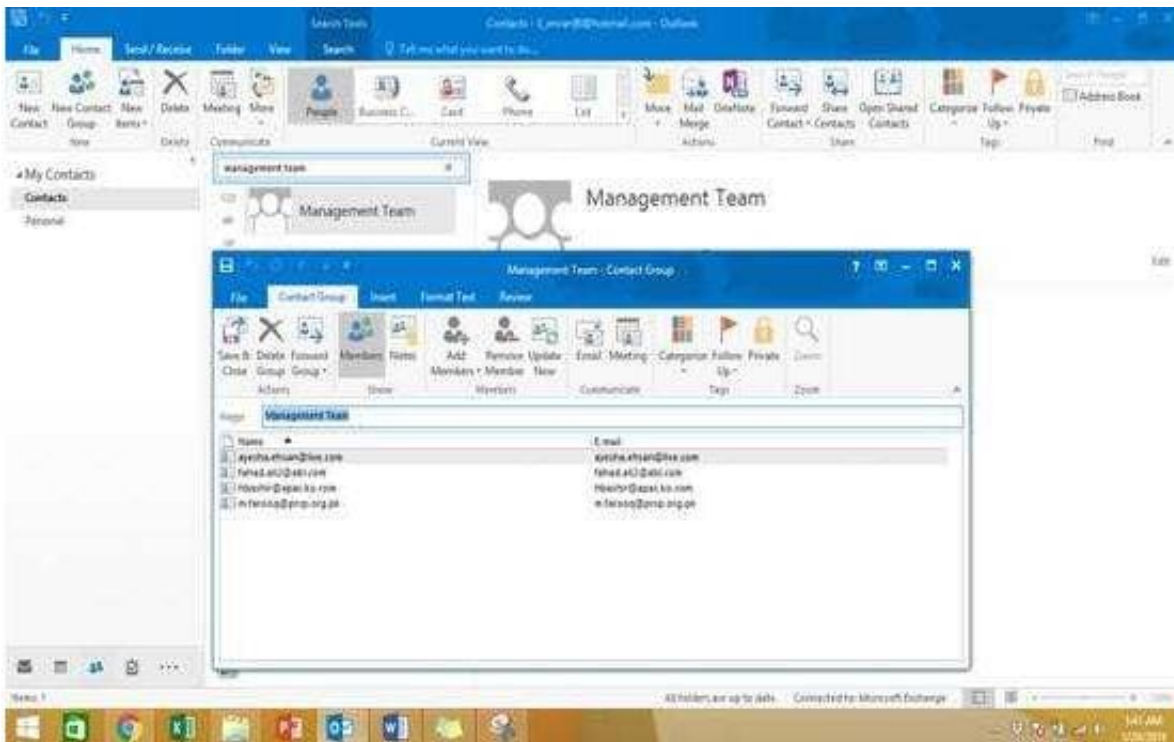
**QUESTION 8**

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



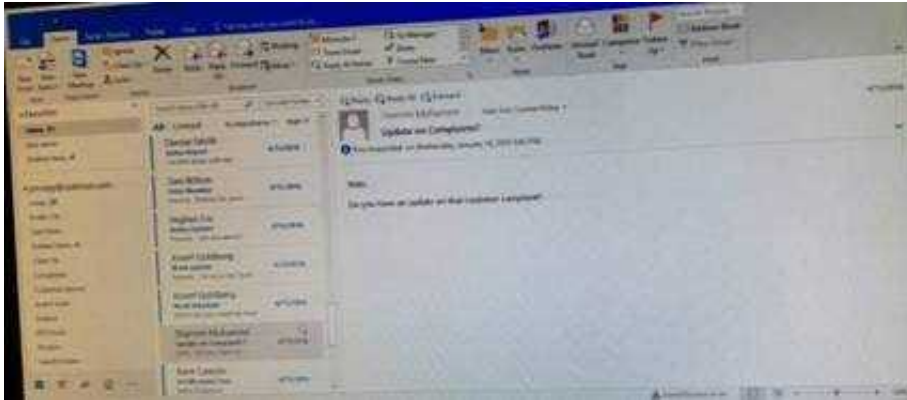
Correct Answer: See below for solution.

- 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



**QUESTION 9**

Create a calendar group named "Management Team" that includes the calendars of '\\\\ Yvoone Mckay '\\\\, '\\\\ Joosef Glodberg' and "Sammi Mohamed"

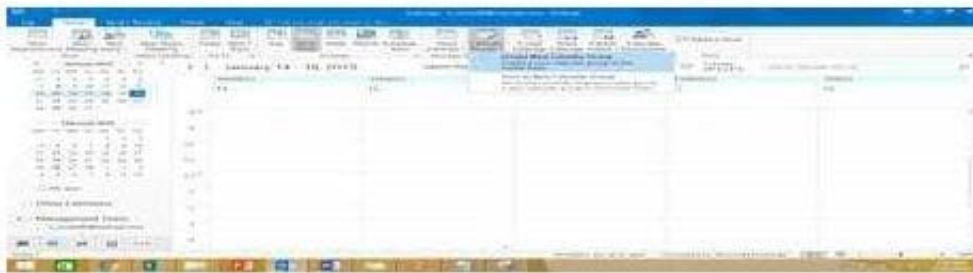


Correct Answer: See below for solution.

Go to Calendar and select “Create New Calendar Group”

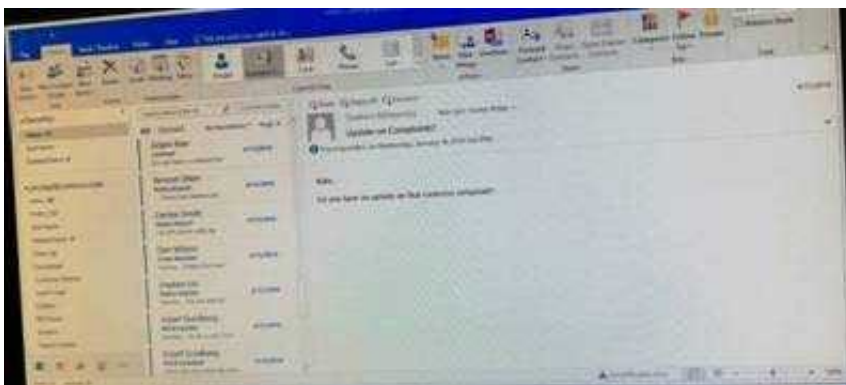
Enter the name “Management Team”

Add the above persons in members



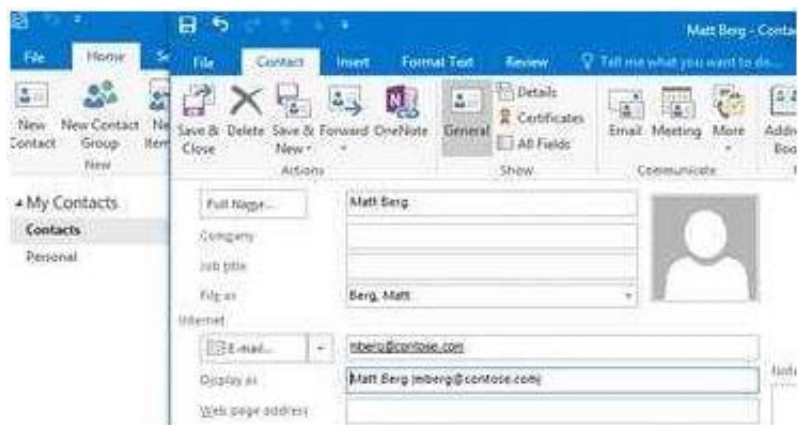
## QUESTION 10

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



Correct Answer: See below for solution.

Go to contacts -New contact and do the following



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