

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

Outlook 2016 Core Communication, Collaboration and Email Skills

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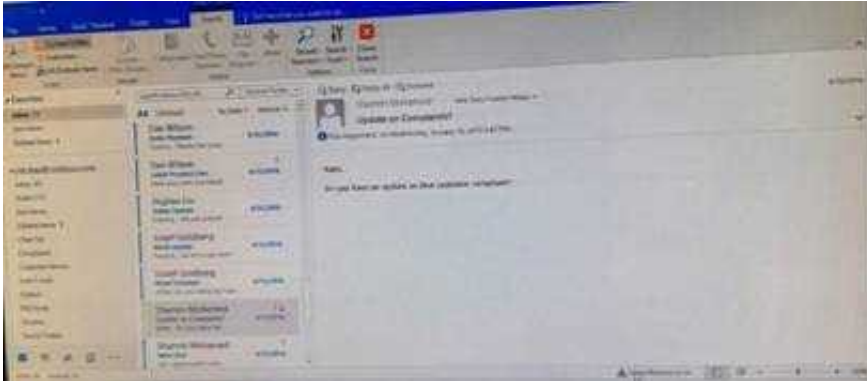
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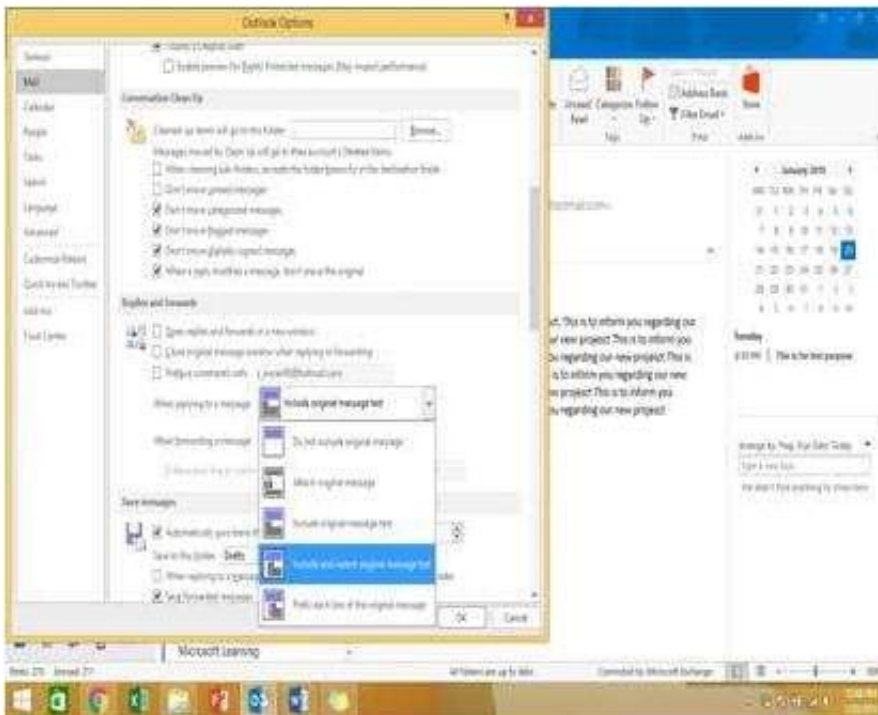
## QUESTION 1

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



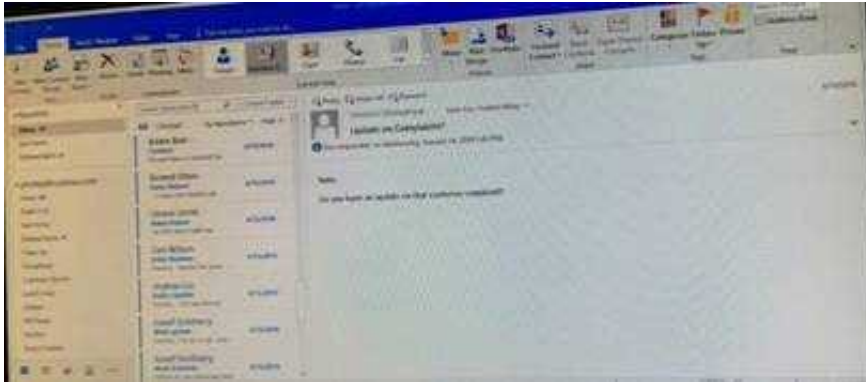
Correct Answer: See below for solution.

File – options – Mail – Replies and forwards – when replying to a message



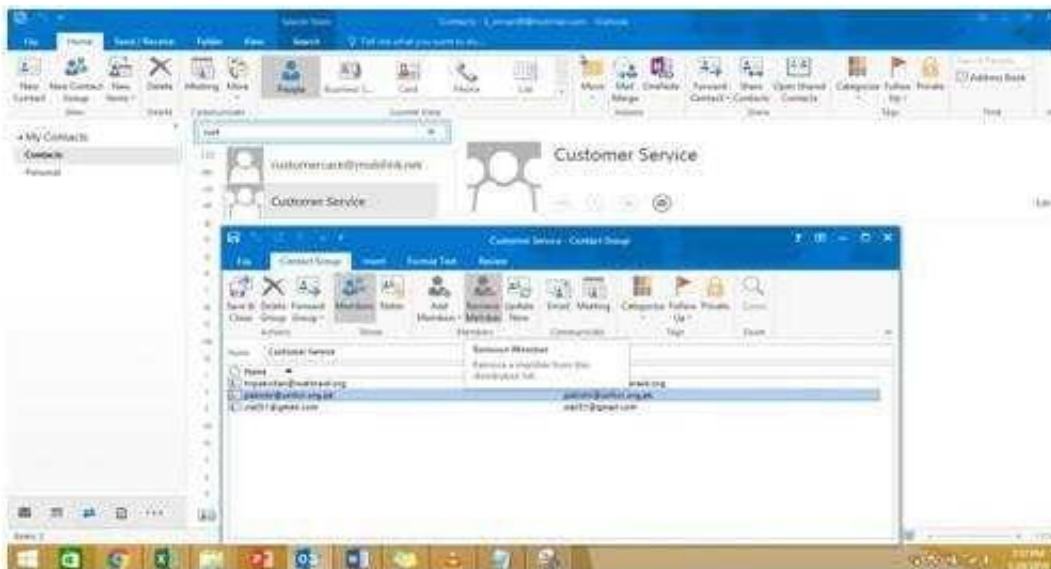
## QUESTION 2

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



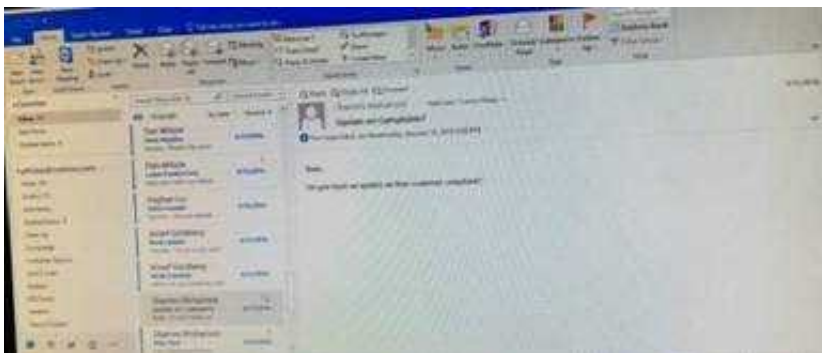
Correct Answer: See below for solution.

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



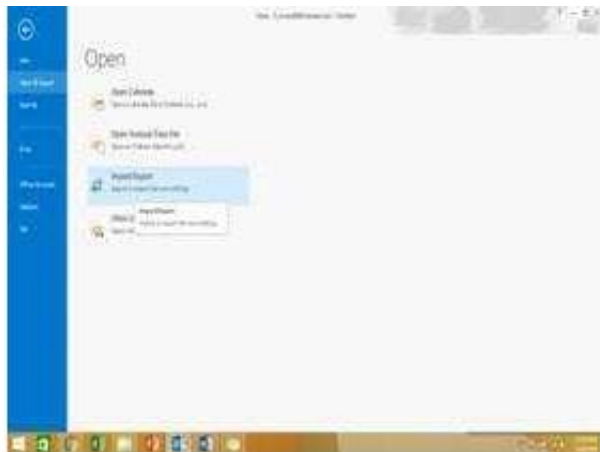
### QUESTION 3

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.



Correct Answer: See below for solution.

-File -Open and Export -Import/Export

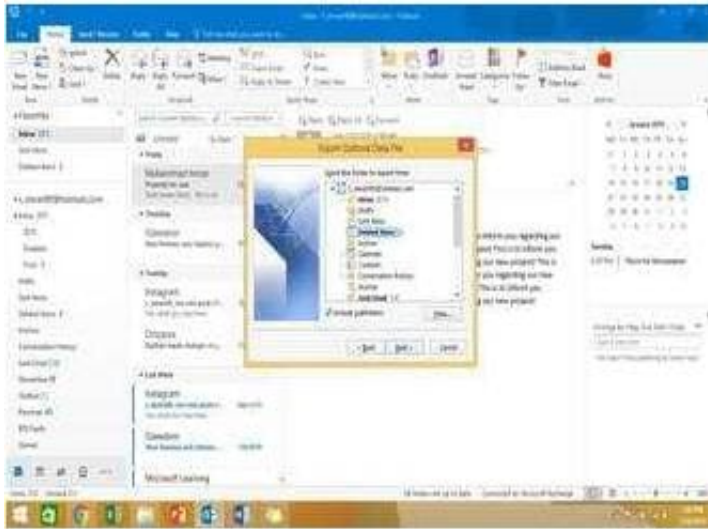


Select Export to a file



Select outlook data file (.pst)

Select Deleted items folder and make sure include subfolders is selected

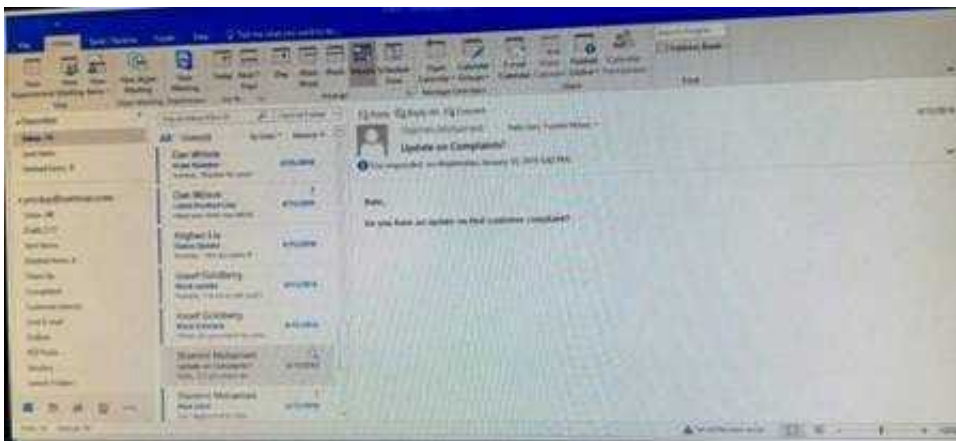


Select outlook data file (.pst)

Select Deleted items folder and make sure include subfolders is selected

## QUESTION 4

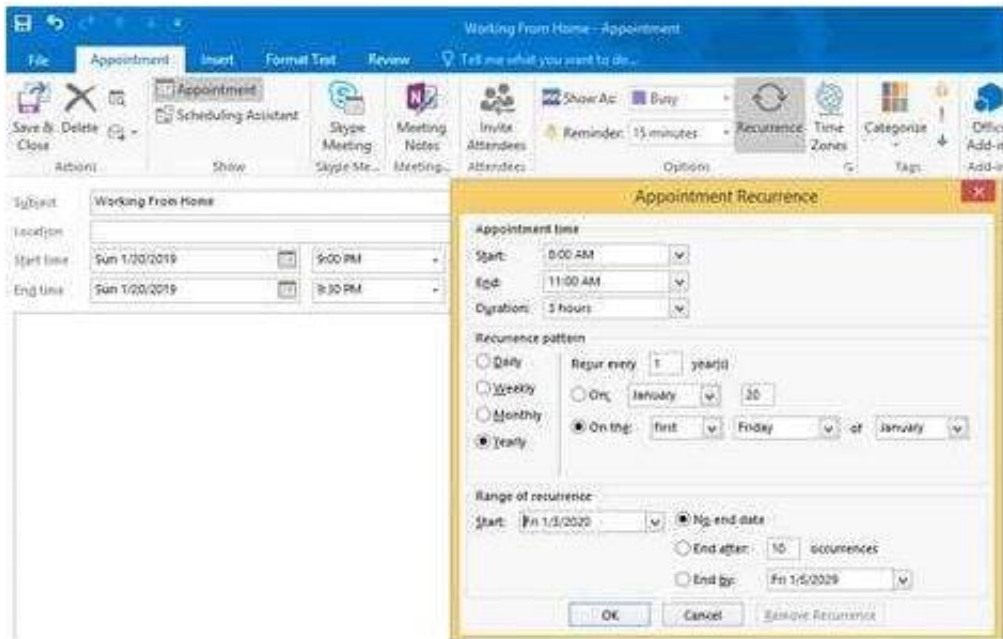
Create an appointment that has the subject '\\\\Working From Home\\'. Configure the appointment to recur from 8:00 Am to 11:00 AM (from 8 o\\'clock until 11 o\\'clock) every other Friday starting the first Friday of next year. Show your time during the appointment as Working Elsewhere. Save close the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



Correct Answer: See below for solution.

Create a new appointment and give the following options in "Recurrence".



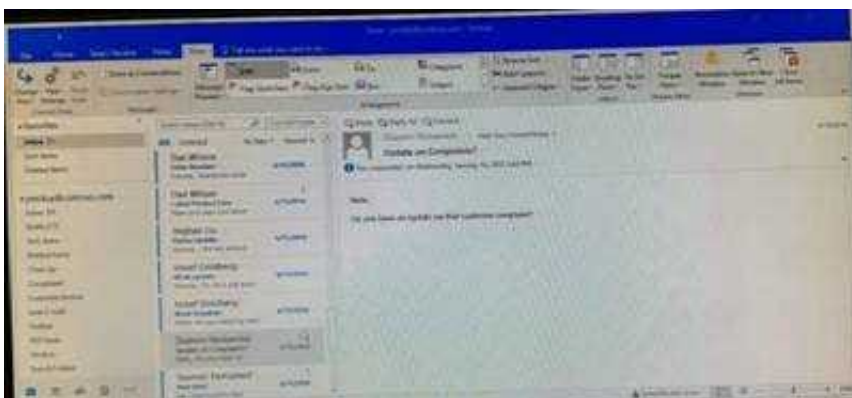


In Show as, select "Working elsewhere" and save and close the appointment.



## QUESTION 5

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.

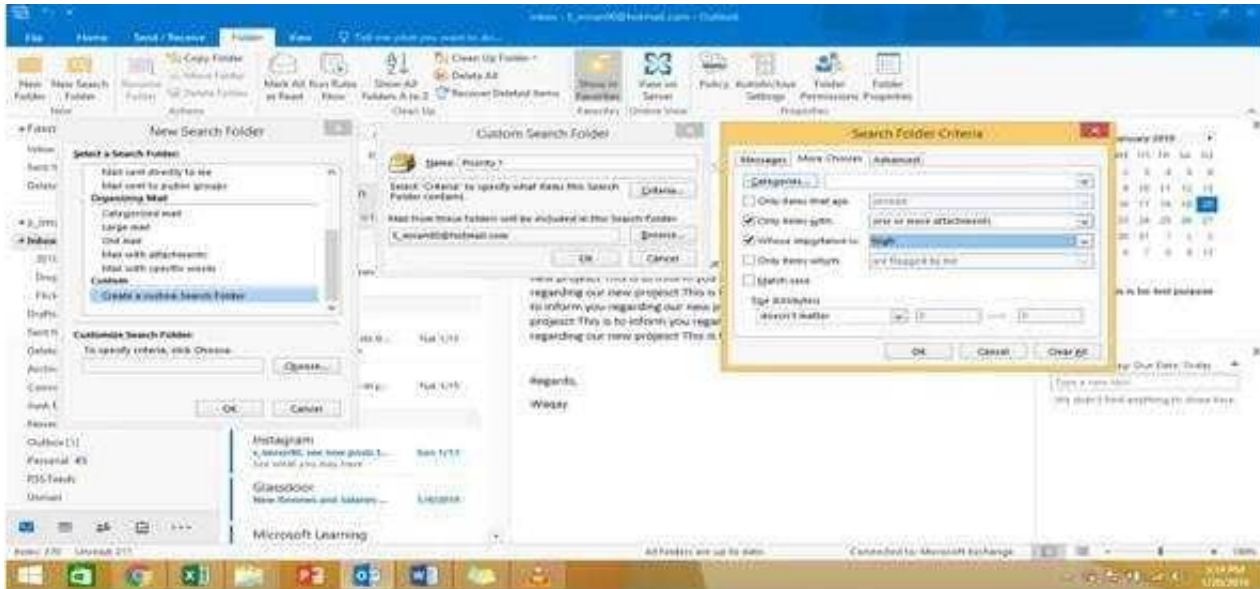
Go to Folder

Select "New Search Folder"

Select create custom search folder and click on "Choose"

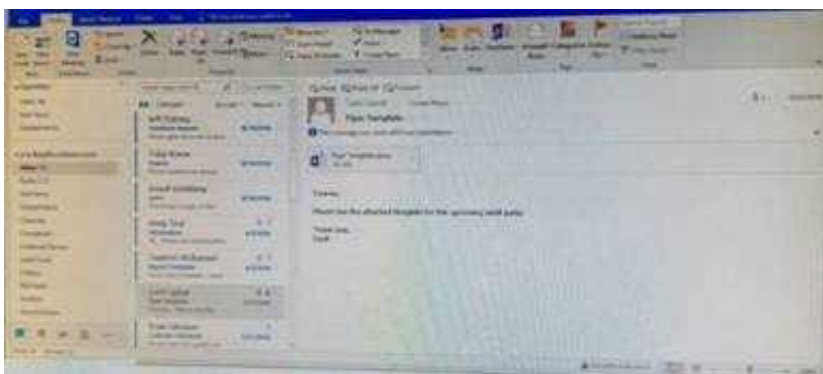
Give it name "Priority 1" and select "Criteria"

In "More choices tab" select the required options



## QUESTION 6

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

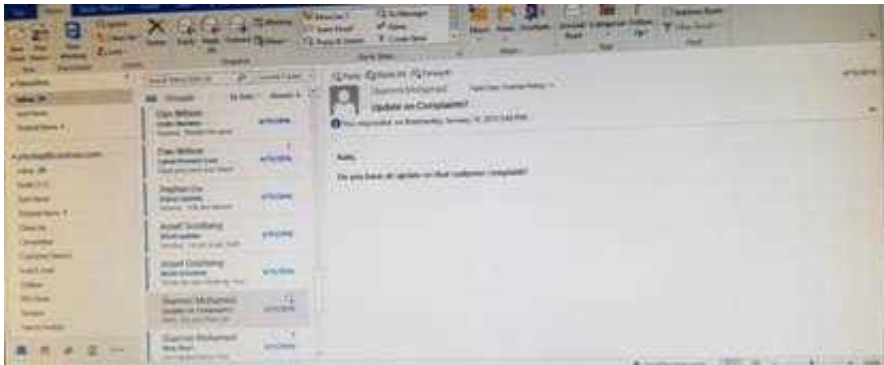


Correct Answer: See below for solution.

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.

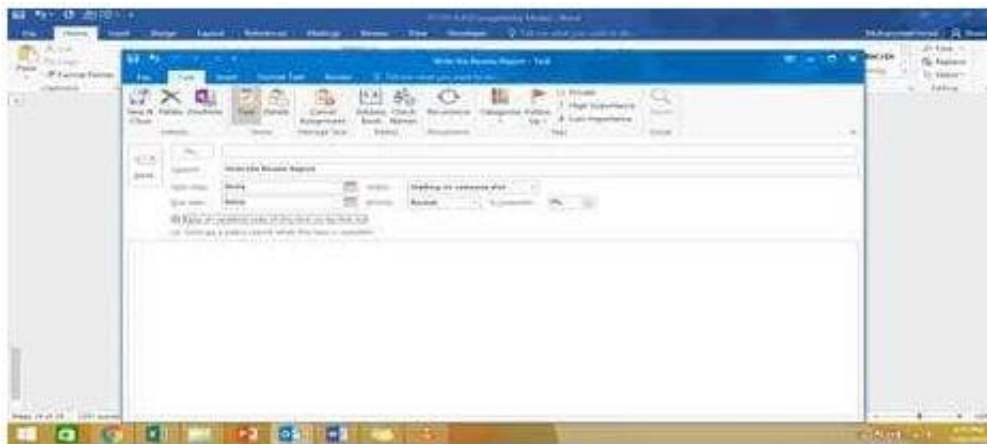
## QUESTION 7

In the Tasks folder, locate the '\\\\Write the Review Report\\\\' task. Assign the task to '\\\\Kim Ralls\\\\' Set the status to Waiting on someone else. Do not keep updated copy of the task on your task list. Send the task.



Correct Answer: See below for solution.

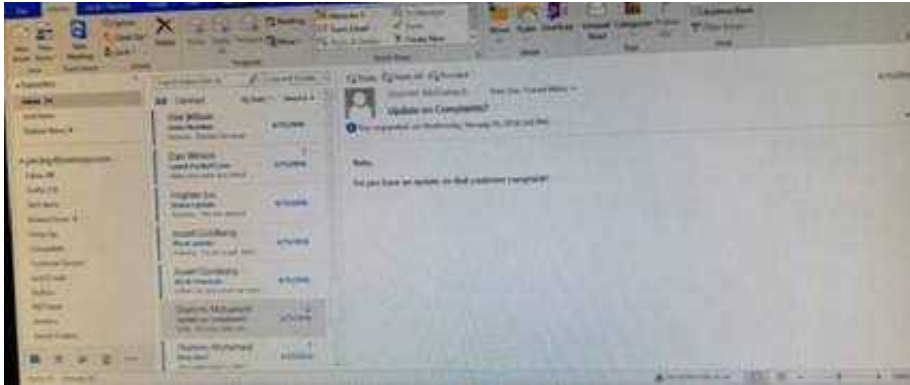
Click on the tasks on the navigation pane and locate the '\\\\Write the Review Report\\\\' task. Click on assign the task option. Select '\\\\Kim Ralls\\\\' and use the following options.



## QUESTION 8

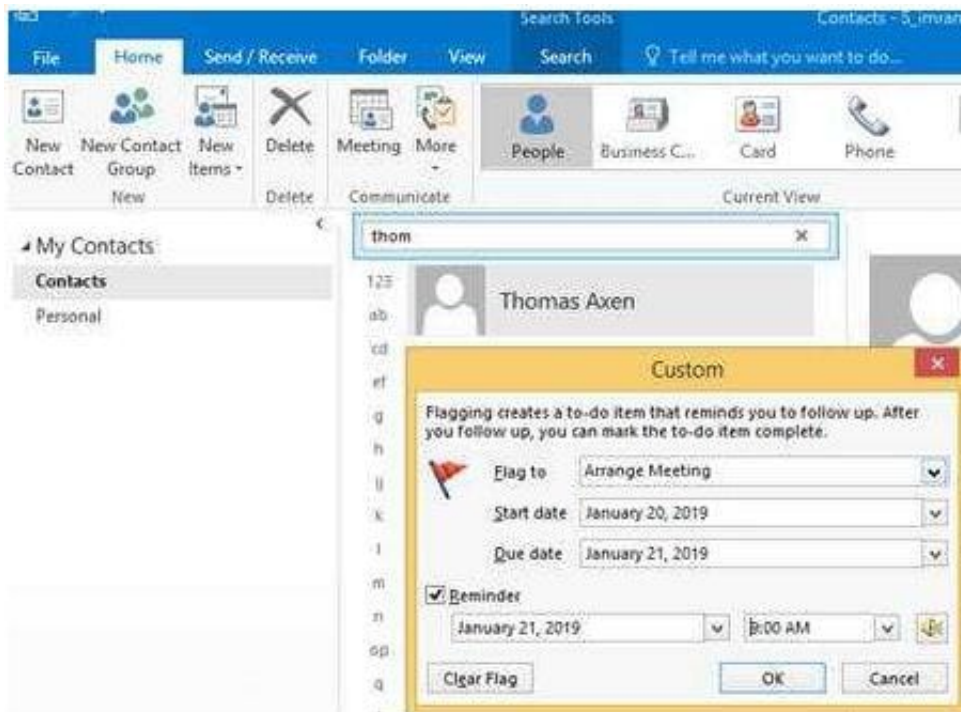
Add the Arrange Meeting tag to the contact '\\\\Thomas Axen\\\\'. Set a start date of today and a due data of tomorrow. Set a reminder for 9:00 AM tomorrow.





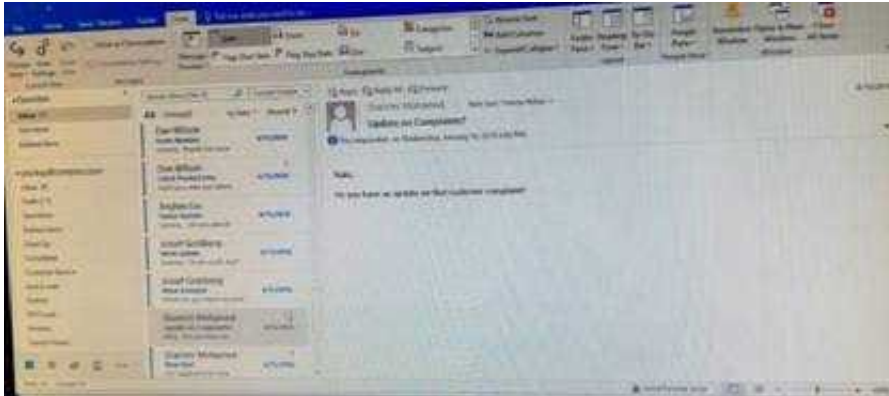
Correct Answer: See below for solution.

Go to contacts and search the '\\\\Thomas Axen\\\\' contact. Add follow up with the following options



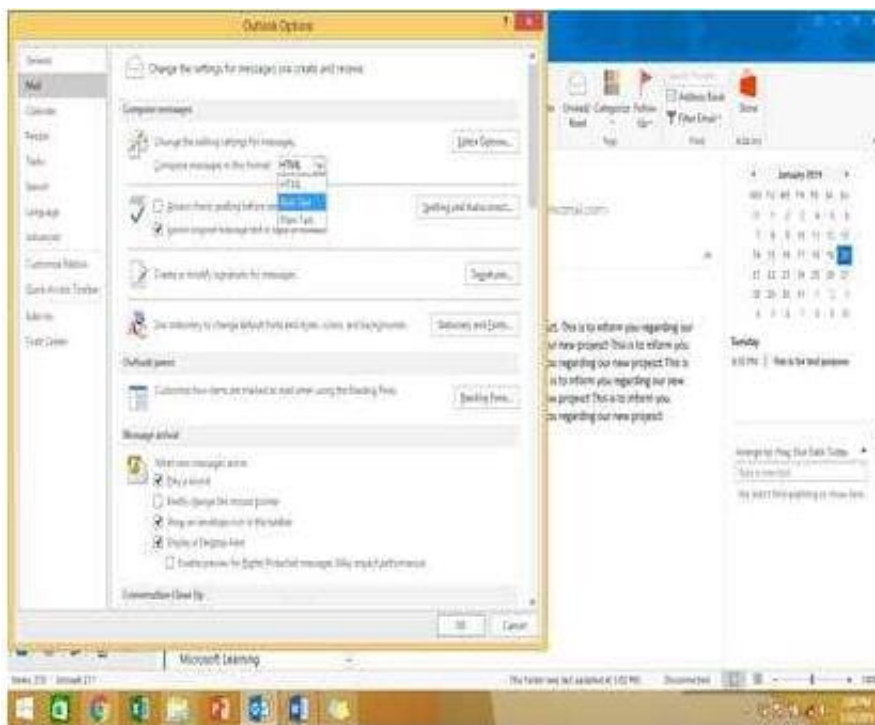
## QUESTION 9

Configure Outlook to compose all outgoing messages in Rich Text format.



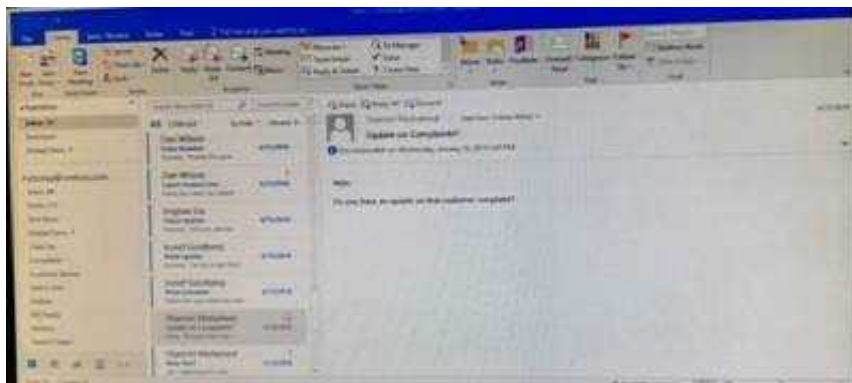
Correct Answer: See below for solution.

File -options -mail -select Rich Text



## QUESTION 10

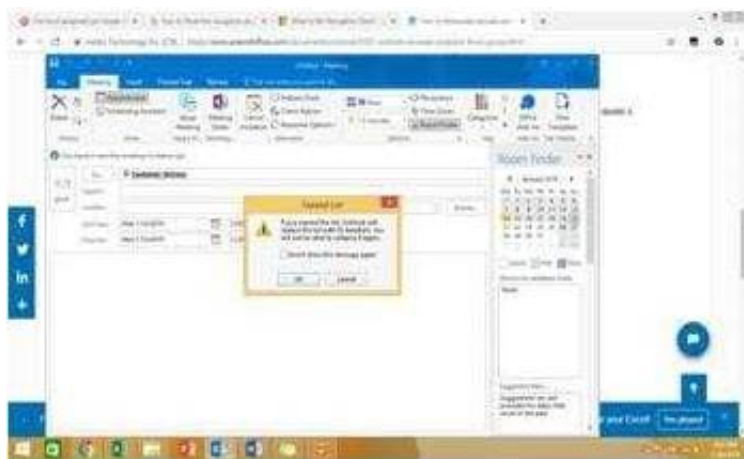
On the Calendar, locate the "\\Team Review\\" meeting that occurs on Thursday. Add all members of the "\\Customer Service" group, except "\\Andy Teal\\", to the meeting as required attendees. Make "\\Andy Teal\\" an optional attendee. Send an invitation to all attendees.



Correct Answer: See below for solution.

Locate the '\\Team Review\\' meeting in calendar and double click to open it.

Select the customer service group and then click on + sign. On the Expand list box click on ok. Select and delete '\\Andy Teal\\' and put it in Optional attendees.



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