

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

Outlook 2016 Core Communication, Collaboration and Email Skills

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# **QUESTION 1**

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 2**

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



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

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# **QUESTION 3**

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.

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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.



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# **QUESTION 4**

Send the contact item for \\'\\'Yvonne Mckay\\'\\' to \\'\\'Adam Barr\\'\\' as a business card.

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Correct Answer: See below for solution.

Search the contact "Yvonne Mckay" and the click on "Forward Contact" "As a business card"



# **QUESTION 5**

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



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obte	schedule the project if value is not in a recognizable format for time.	Project reserves for automatically scheduled tasks.
Finish	Can be a date or text information, such as "Jan 30" or	Only date information can be used. However, you
date	"Sometime soon."Not used by Project to Help schedule the	can use values "today" and "tomorrow," which
	project,	Project reserves for automatically scheduled

# **QUESTION 6**

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.

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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.

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# **QUESTION 7**

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

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Correct Answer: See below for solution.

File -options -mail -select Rich Text

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# **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.



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

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# **QUESTION 9**

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



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

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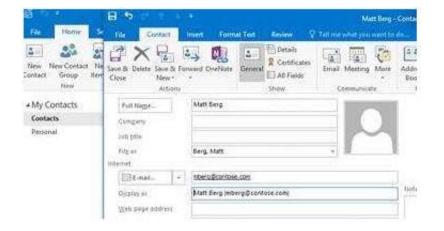
# **QUESTION 10**

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

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Go to contacts -New contact and do the following



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