

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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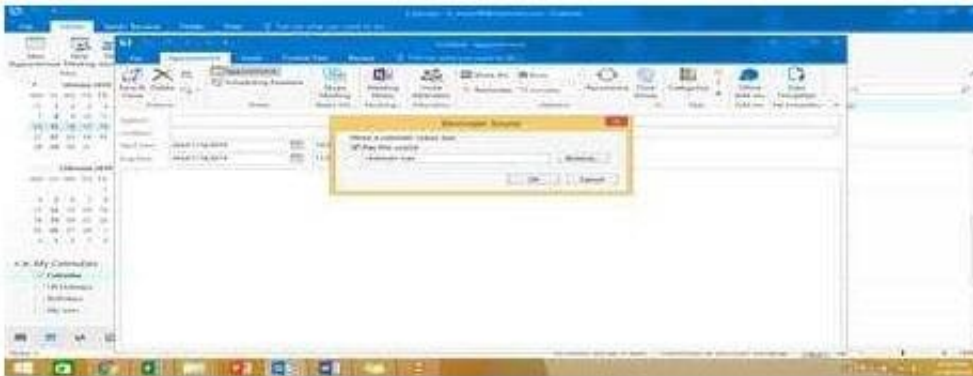
QUESTION 1

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.



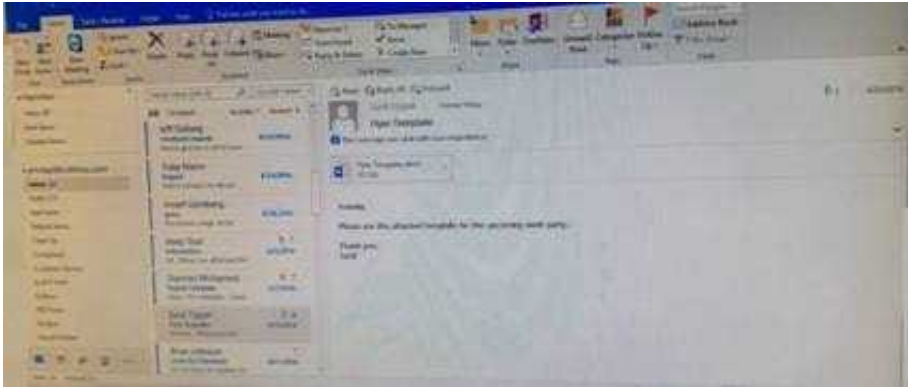
Correct Answer: See below for solution.

Locate the appointment in calendar and double click to open it. Click on Options dialog box launcher and uncheck "Play this sound"



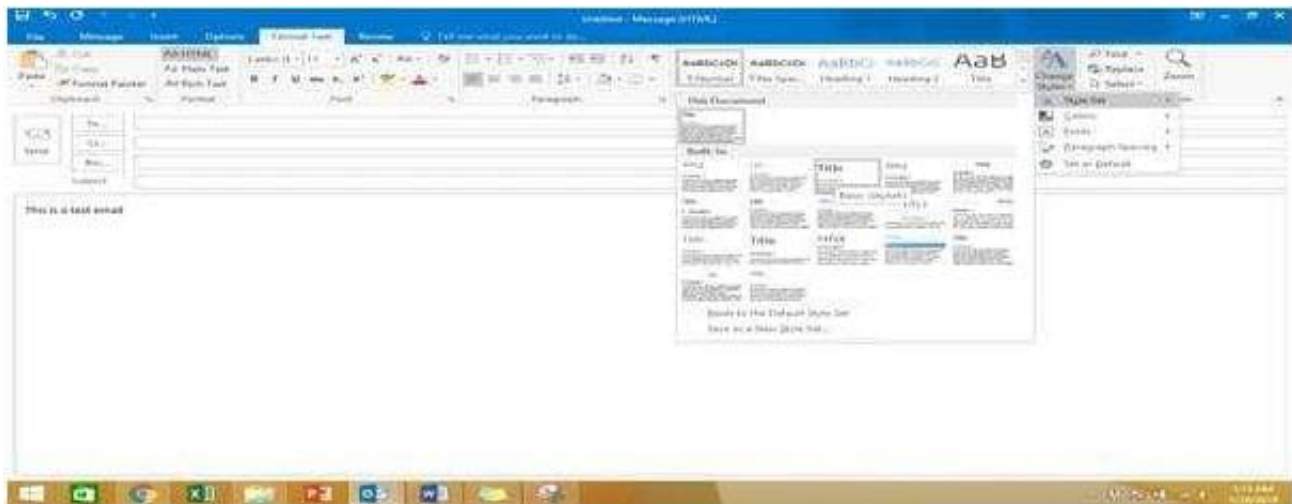
QUESTION 2

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



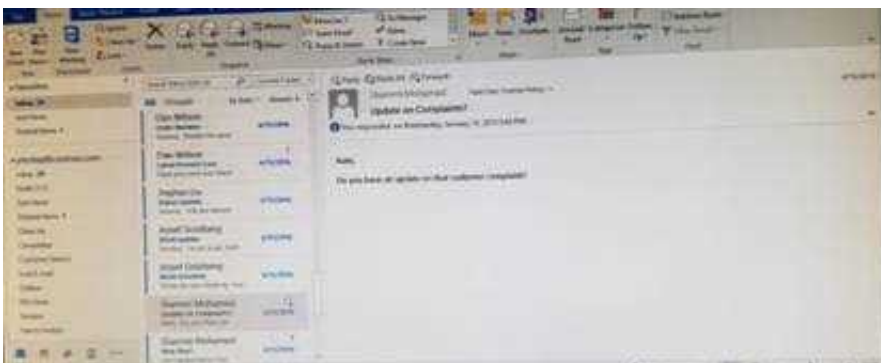
Correct Answer: See below for solution.

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



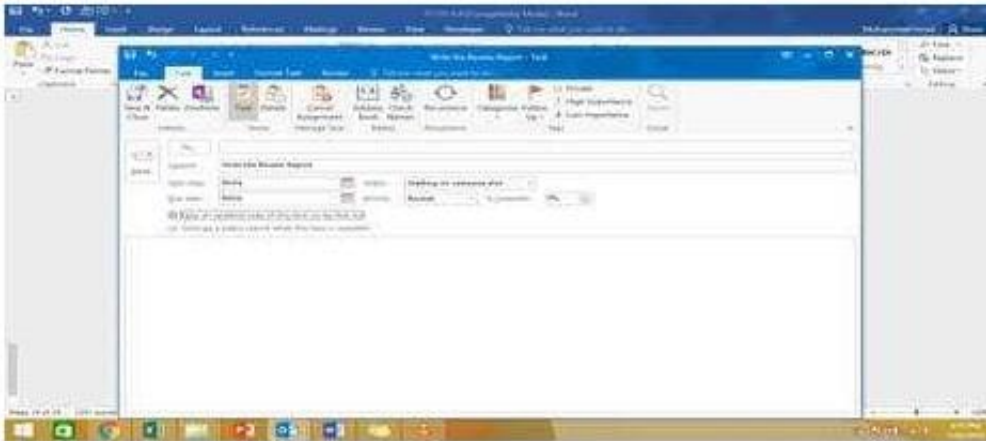
QUESTION 3

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.



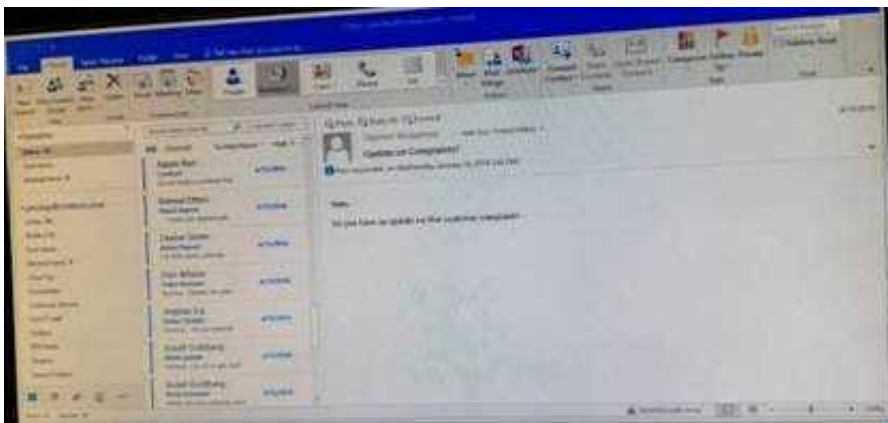
Correct Answer: See below for solution.

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 4

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



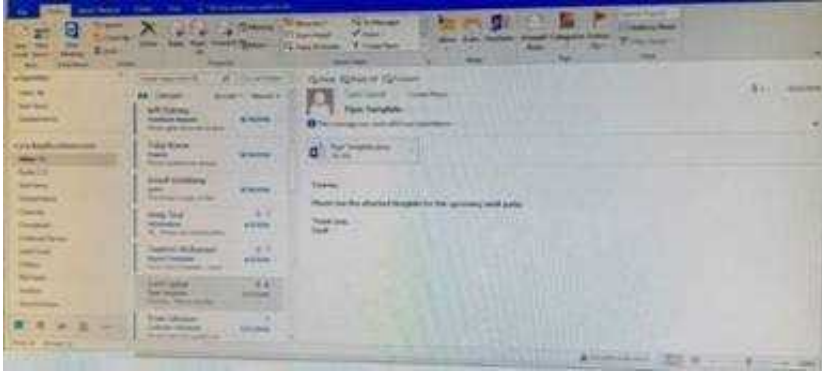
Correct Answer: See below for solution.

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.

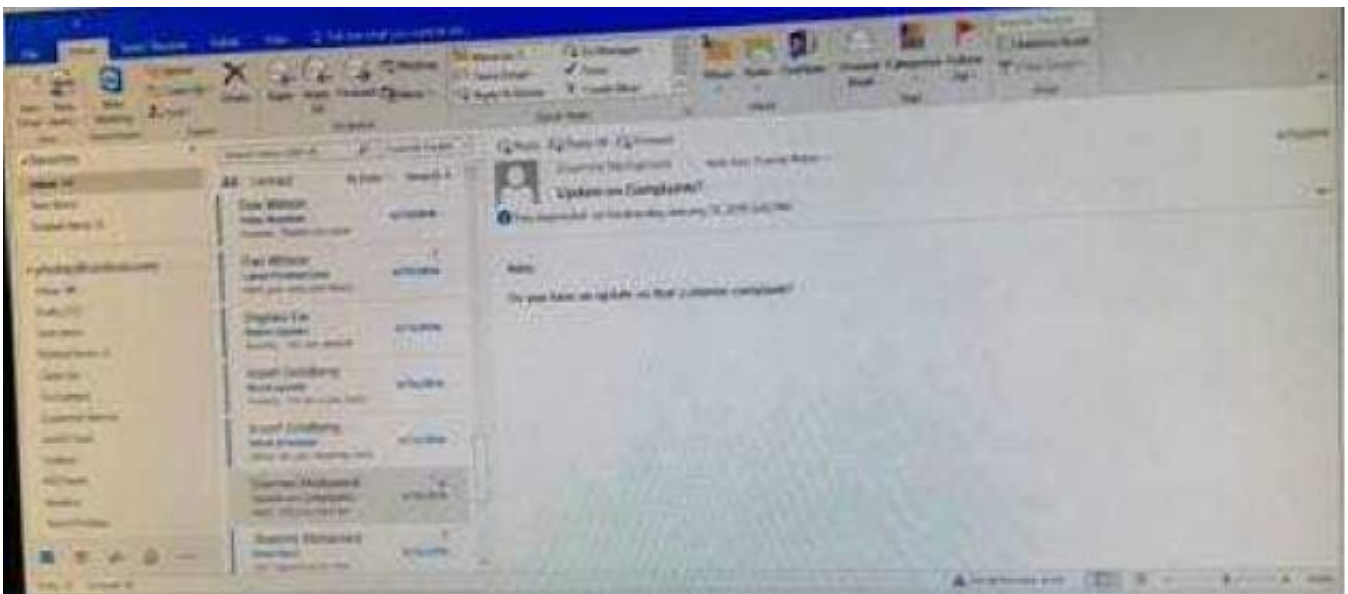


Correct Answer: See below for solution.

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 6

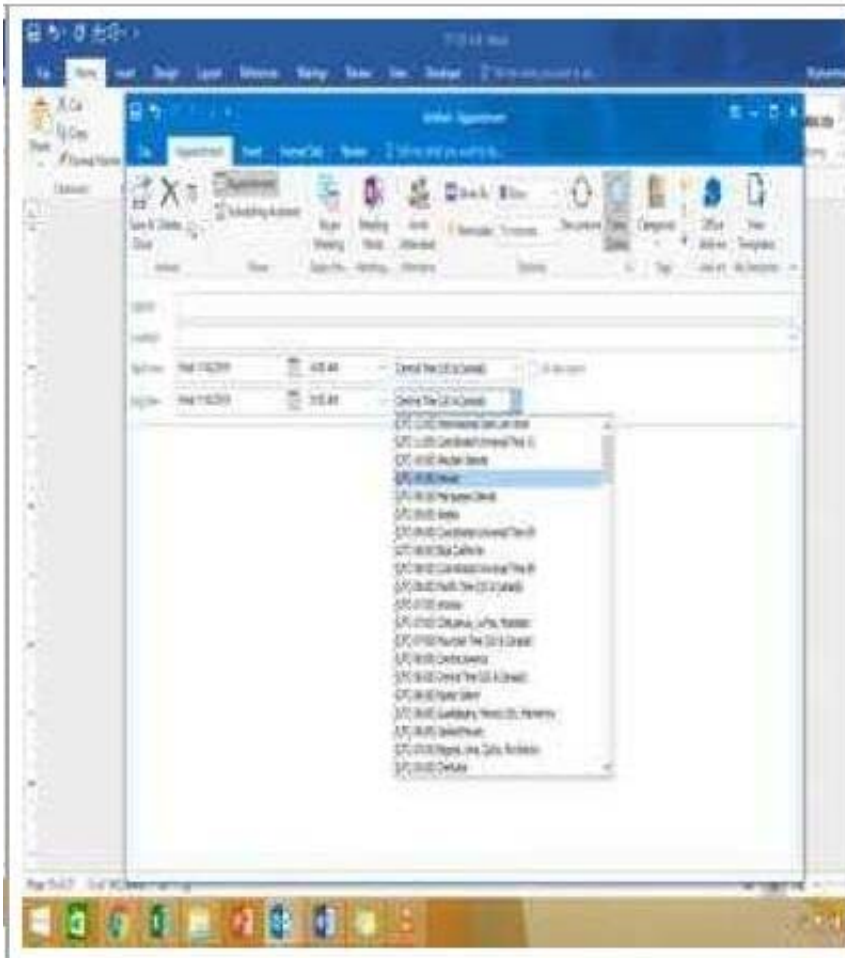
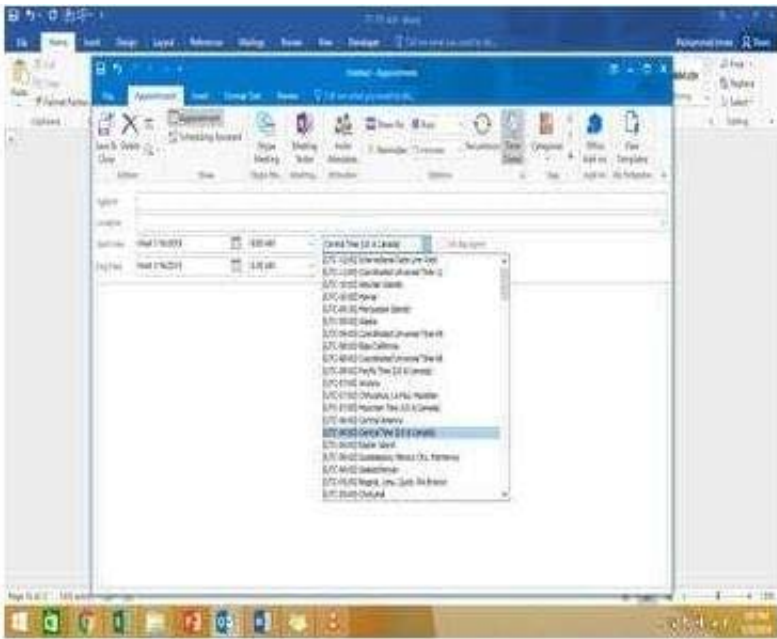
On the Calendar, locate the "Flight" appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: See below for solution.

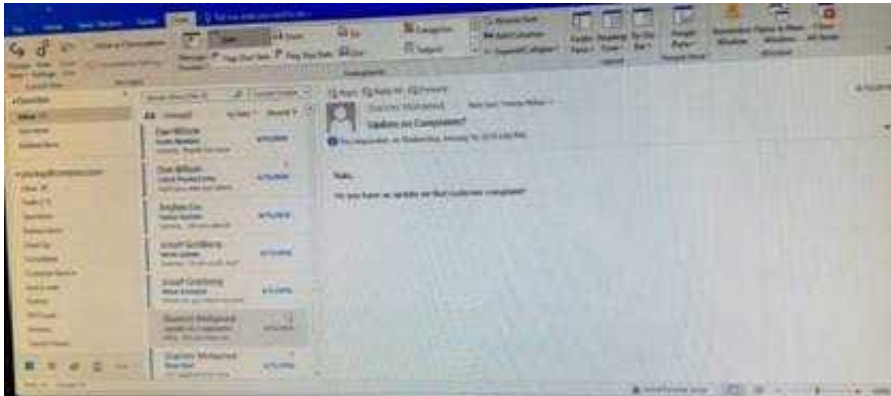
Locate and then double click on the "Flight" appointment top open it. Click on time Zones and then select the

required time and the time zone.



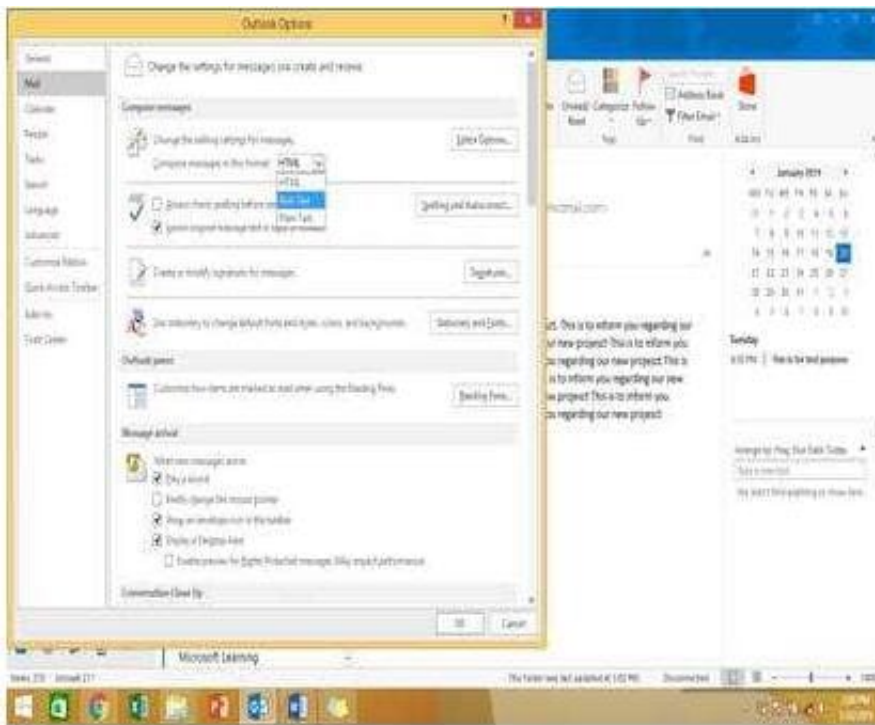
QUESTION 7

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



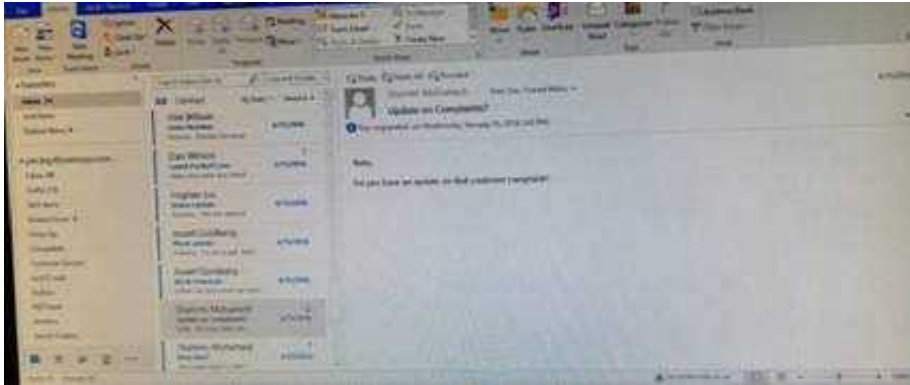
Correct Answer: See below for solution.

File -options -mail -select Rich Text



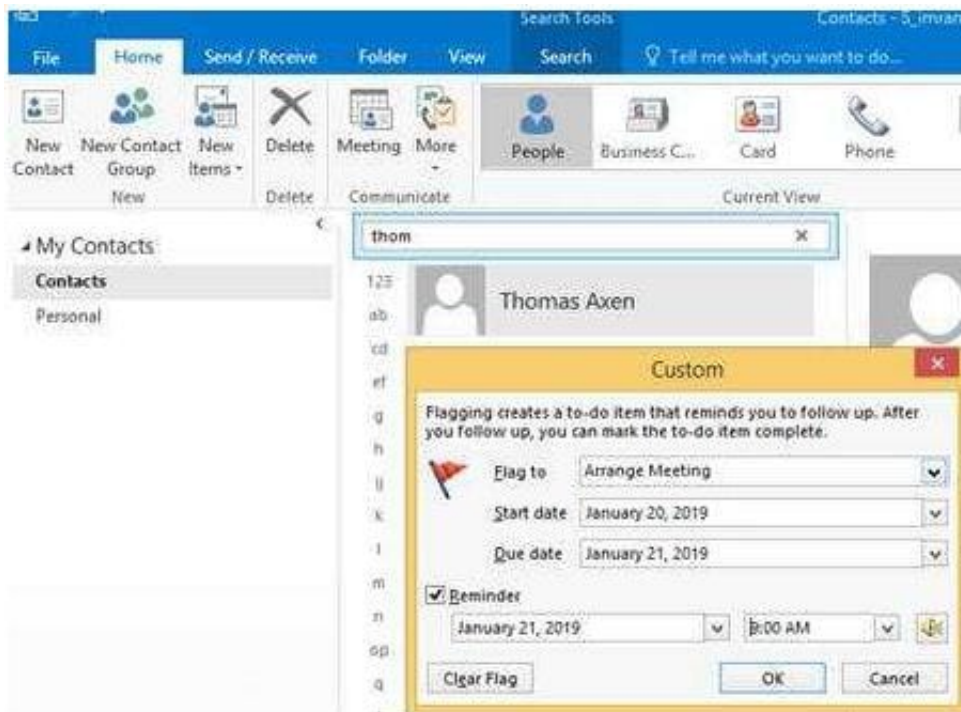
QUESTION 8

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.



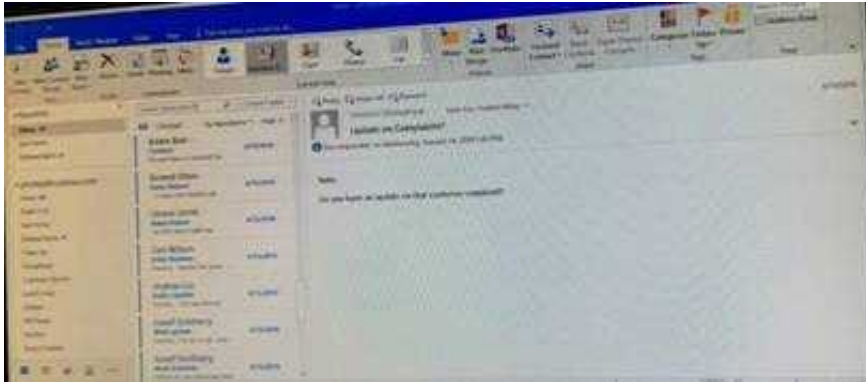
Correct Answer: See below for solution.

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



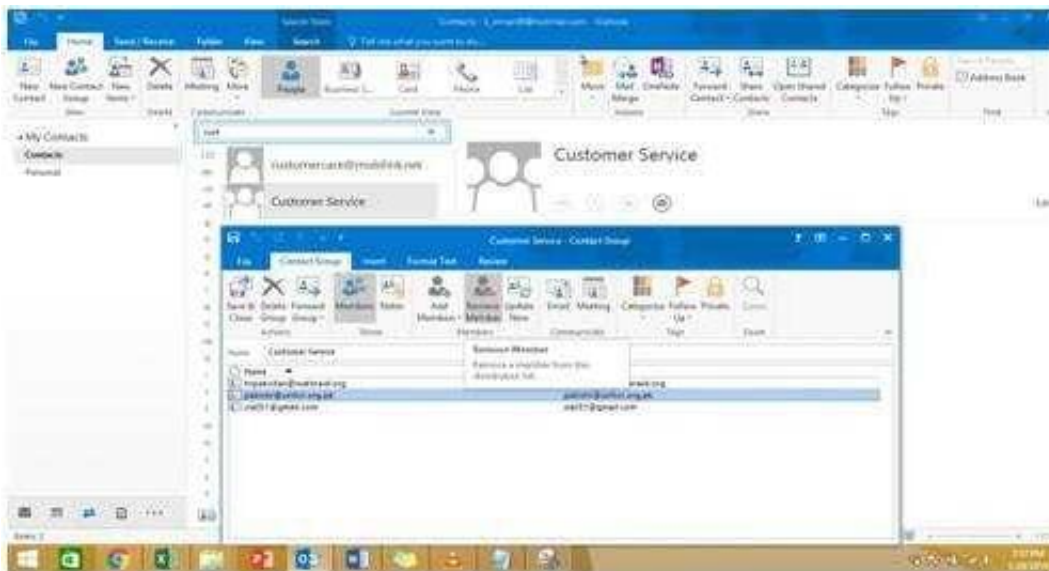
QUESTION 9

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



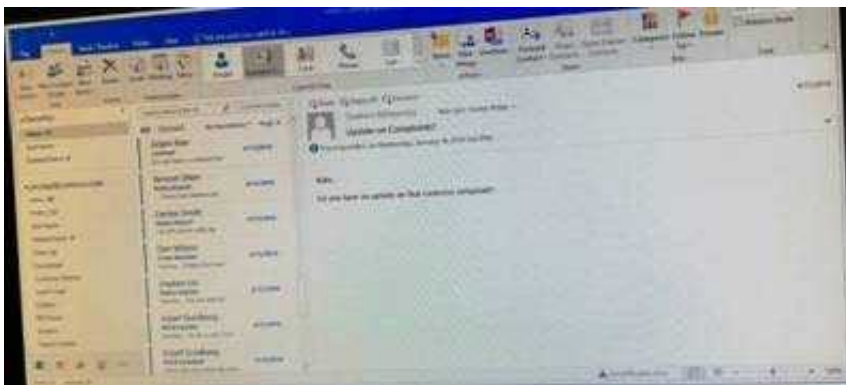
Correct Answer: See below for solution.

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



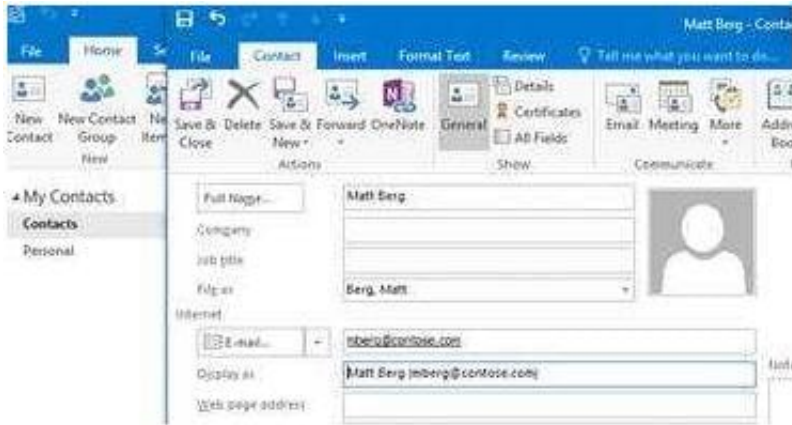
QUESTION 10

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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