77-731 Dumps

Outlook 2016: Core Communication, Collaboration and Email Skills

https://www.certleader.com/77-731-dumps.html
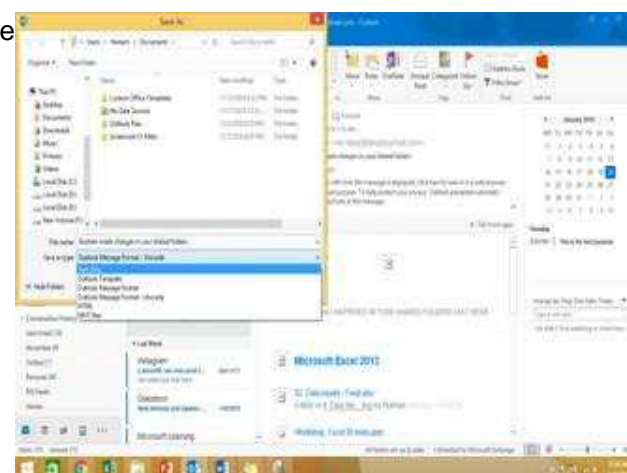
NEW QUESTION 1

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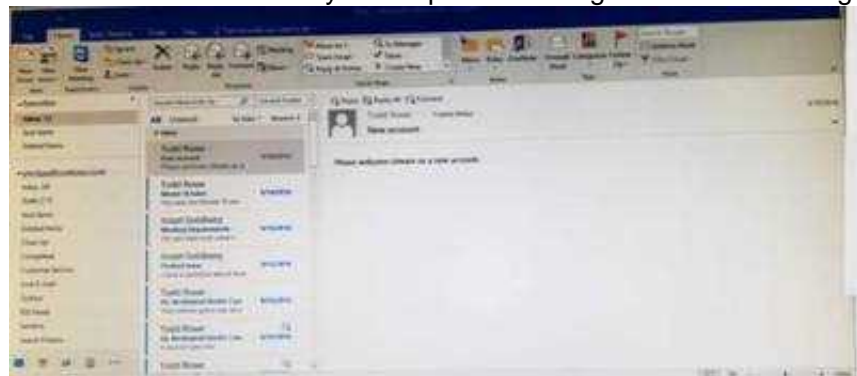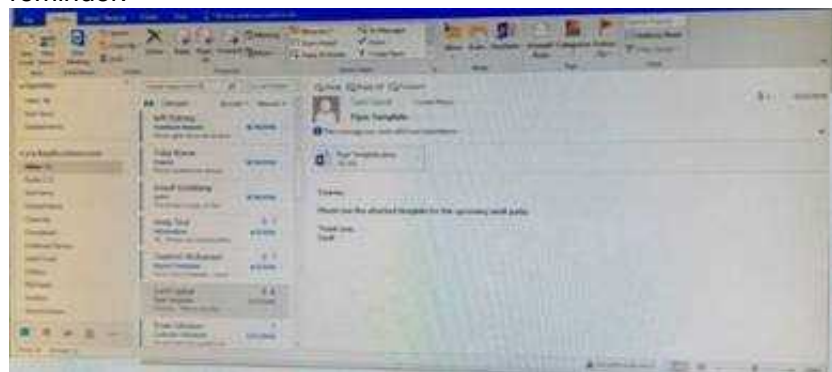

A. See below for solution.Tap to select the message, go to File – Save As and select "Text Only" in Save As type

Answer: A

NEW QUESTION 2

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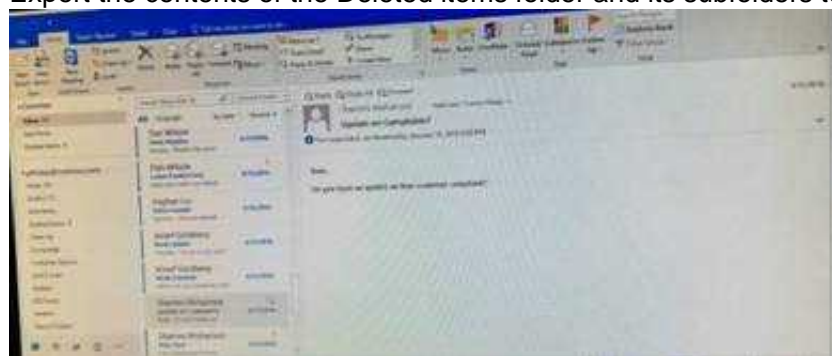

A. See below for solution.

| 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.

Answer: A

NEW 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.
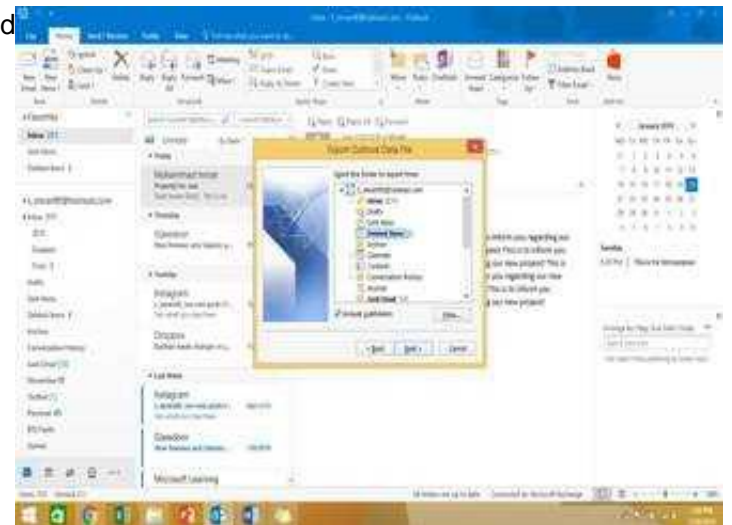

A. See below for solution.•File – Open & Export – Import/Export
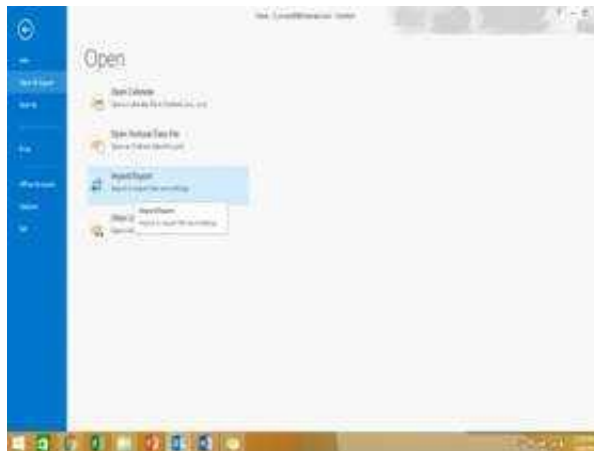
•Select Export to a file

•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
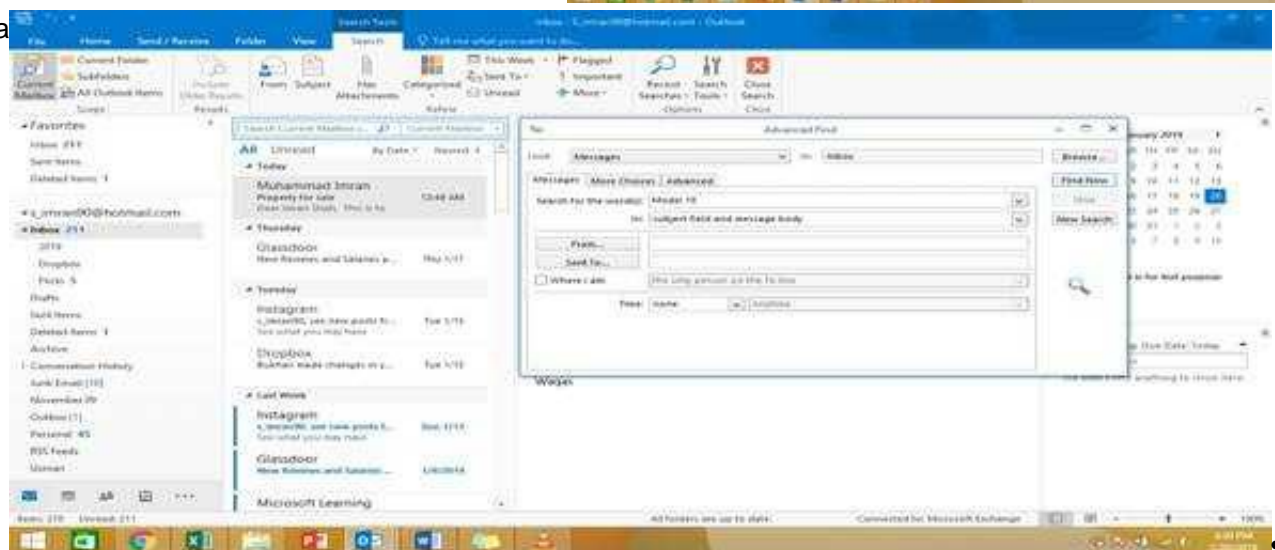
Answer: A

NEW QUESTION 4
Use advanced Find to locate a message that contains the phrase ''Model 18' in the message body and
has confidential sensitivity. Delete the message. Close the Advance Find dialog box.

A. See below for solution.•Click in "search mail" to activate "search" tab and click "Advanced find"
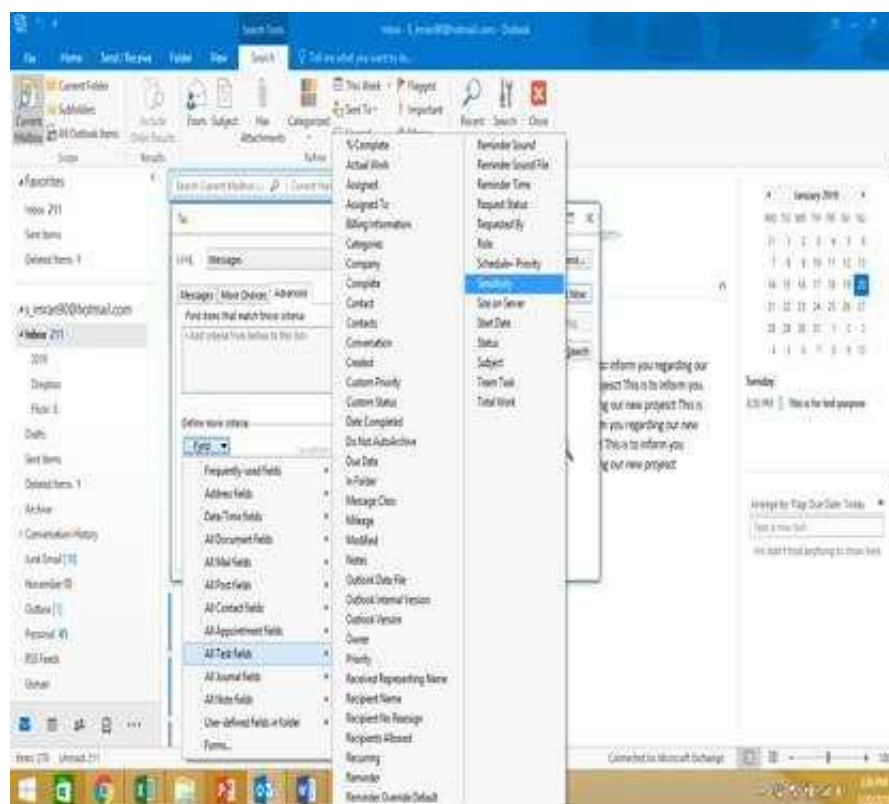

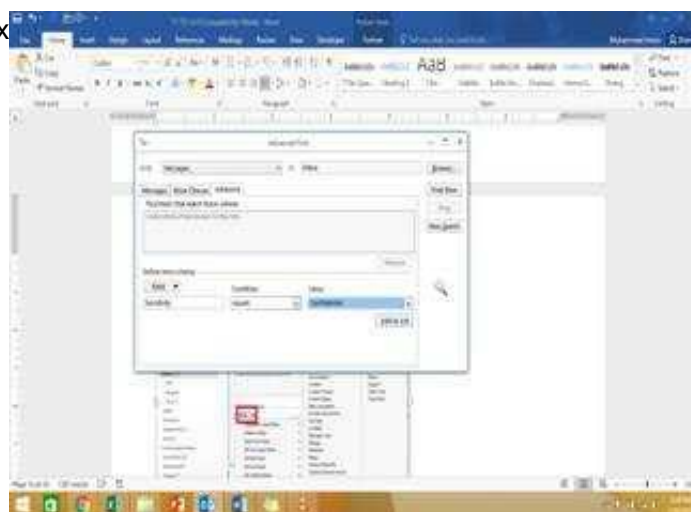•In the "Advanced Find" box give the desired criteria

•Go to
"Advanced" tab and click on "Field option – All task fields – Sensitivity"

•Give the criteria
and add to lis
B. Find the message, delete and close the box

Answer: A

NEW QUESTION 5
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.

A. See below for solution.•Click on the tasks on the navigation pane and locate the "Write the Review Report" tas
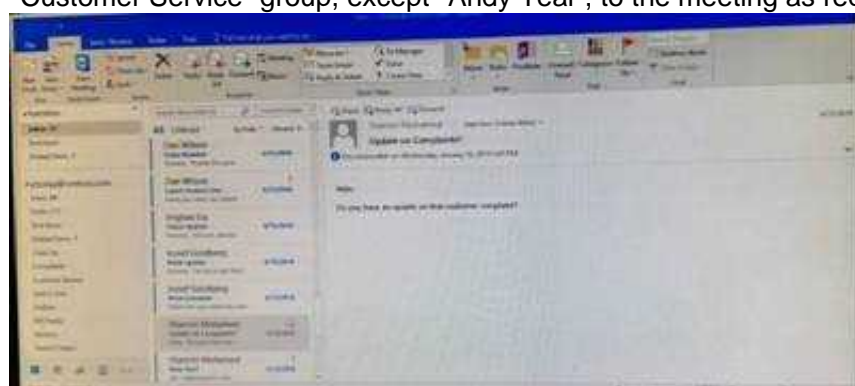B. Click on assign the task optio
C. Select "Kim Ralls" and use the following options.
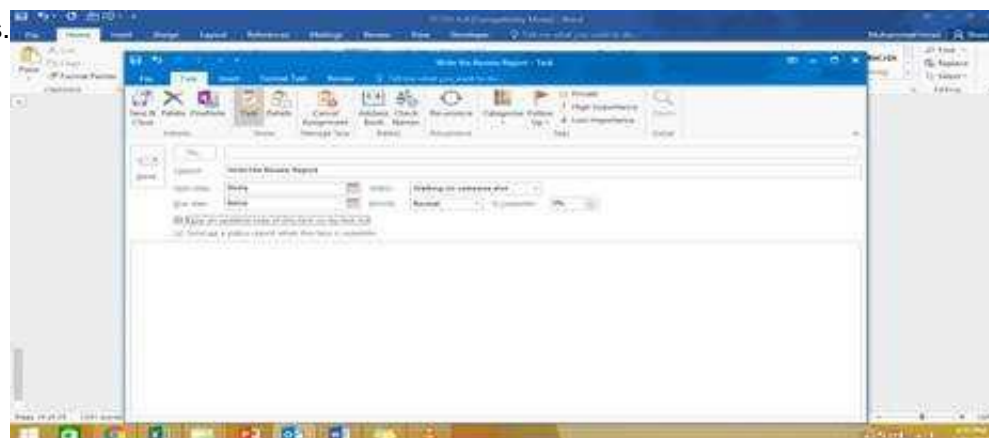
Answer: A

NEW QUESTION 6
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.
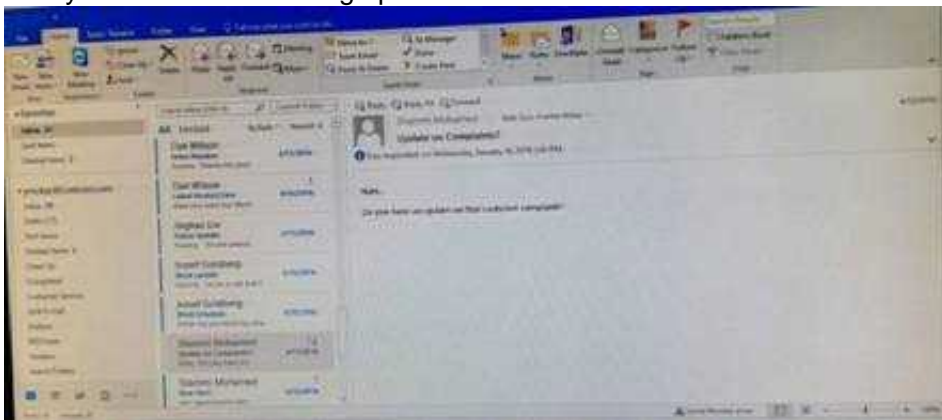
A. See below for solution.•Locate the "Team Review" meeting in calendar and double click to open it.•Select the customer service group and then click on + sig
B. On the Expand list box click on o
C. Select and delete "Andy Teal" and put it in Optional attendees
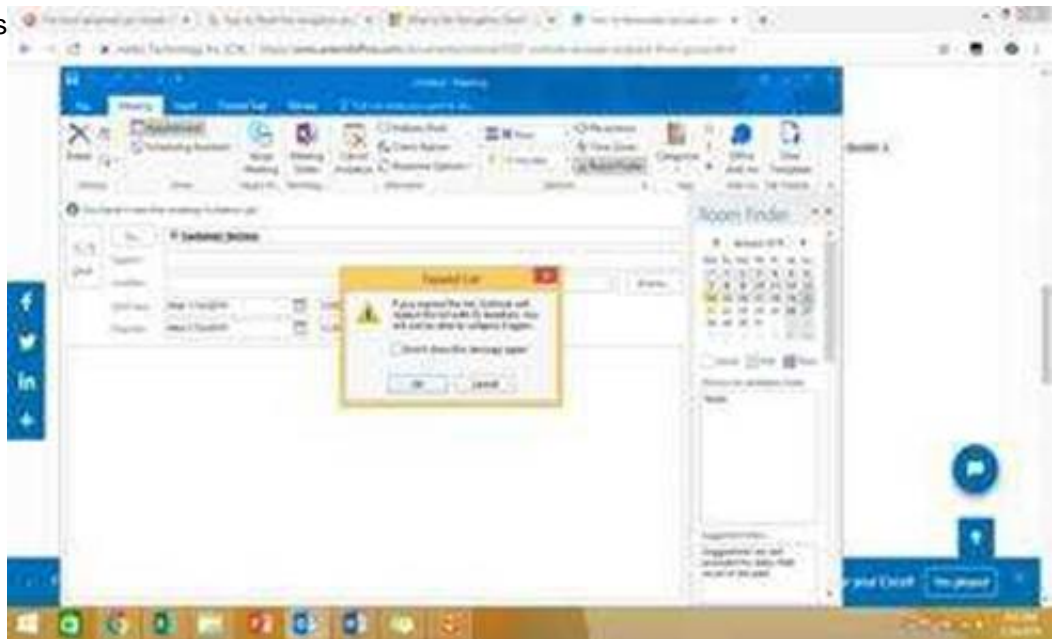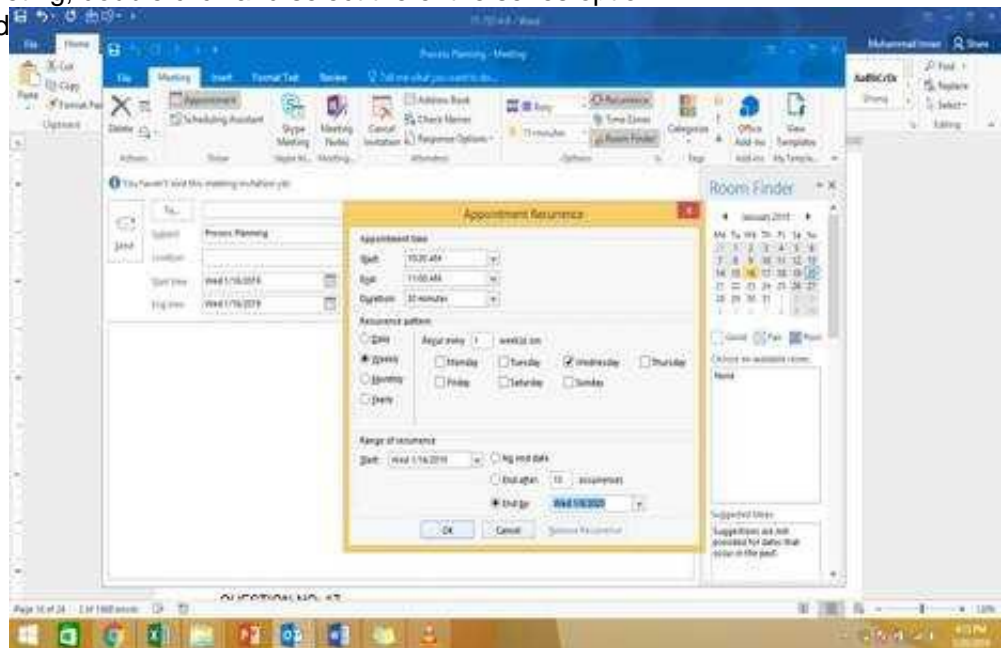

Answer: A

NEW QUESTION 7

On the Calendar, locate the "Process Planning" meeting that occurs every Wednesday. Update the meeting series to end on the second Wednesday in January of next year. Send the meeting update.

A. See below for solution.In calendar locate the "Process Planning" meeting, double click and select the entire series optio
B. Click on "recurrence" and then give the desired date in "End By" field

Answer: A

NEW QUESTION 8

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.

A. See below for solution.•Create a new appointment and give the following options in "Recurrence"
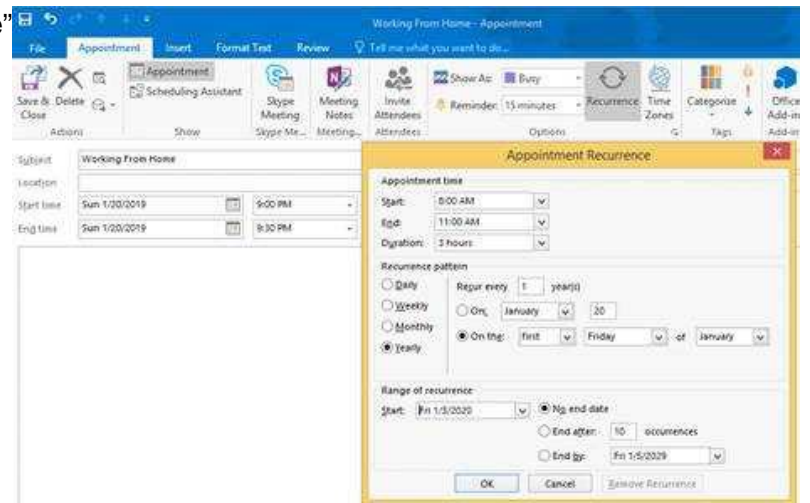
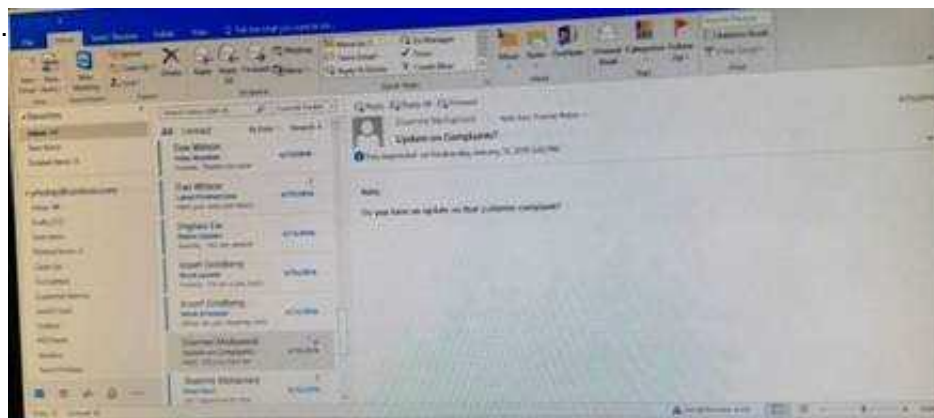•In Show as, select "Working elsewhere" and save and close the appointment.
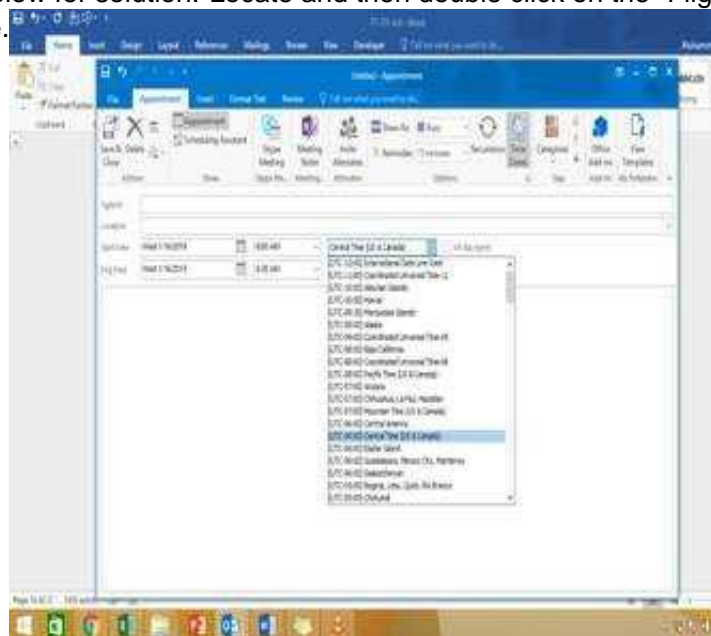

Answer: A

NEW QUESTION 9

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 Canad

A. a.) and ends at 9:30 Am Hawaii tim
B. Do not change the dat
C. Save and close the appointment.

D. 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.
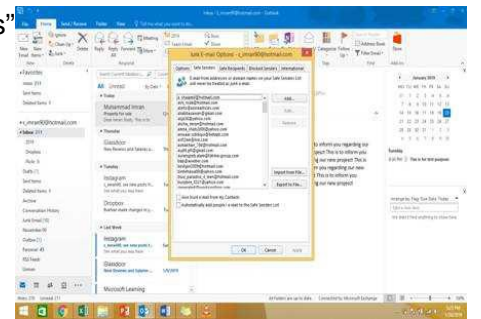

Answer: A

NEW QUESTION 10

Configure Outlook so that email from a contact is never sent to the junk e-mail folder.
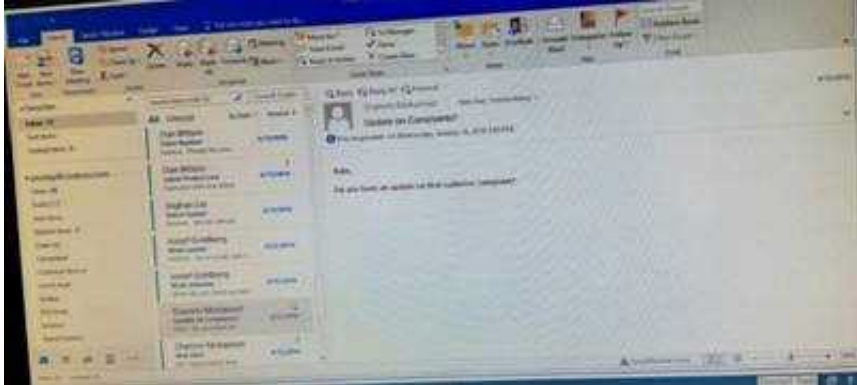
A. See below for solution.Home tab – Junk – Junk email options – safe recipients – click on "Also trust email from my contacts"
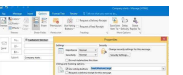

Answer: A

NEW QUESTION 10
Send a message to the "Customer Service" contact group that has the subject "Company starts" and voting buttons labeled "Small "Medium" and Large".

A. See below for solution.Create new message with the above mentioned recipient and subjec
B. Click onOptions – Voting buttons – Custom and then enter Small;Medium;Large (separated by semi colon) Close the dialog box and click on Send.
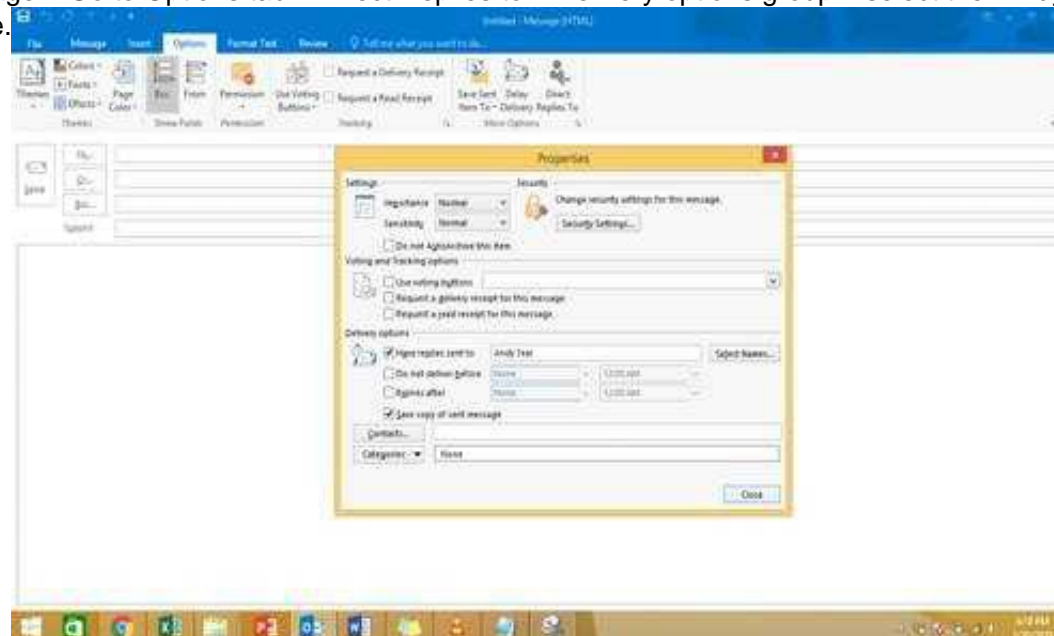
Answer: A

NEW QUESTION 14
In the Drafts folder, open the "Orientation" message. Configure the message options to direct replies to "Andy Teal". Send the message.
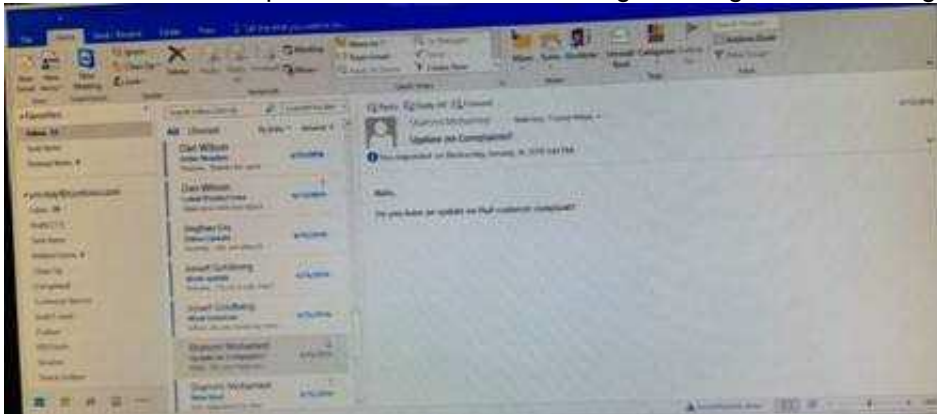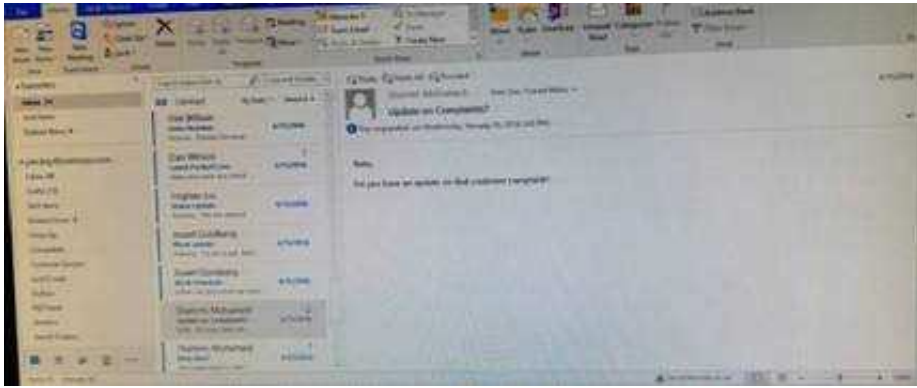

A. See below for solution.Open the message – Go to Options tab – Direct Replies to – Delivery options group – select the "Andy Teal" in Have replies sent to field.Close the box and send the message.
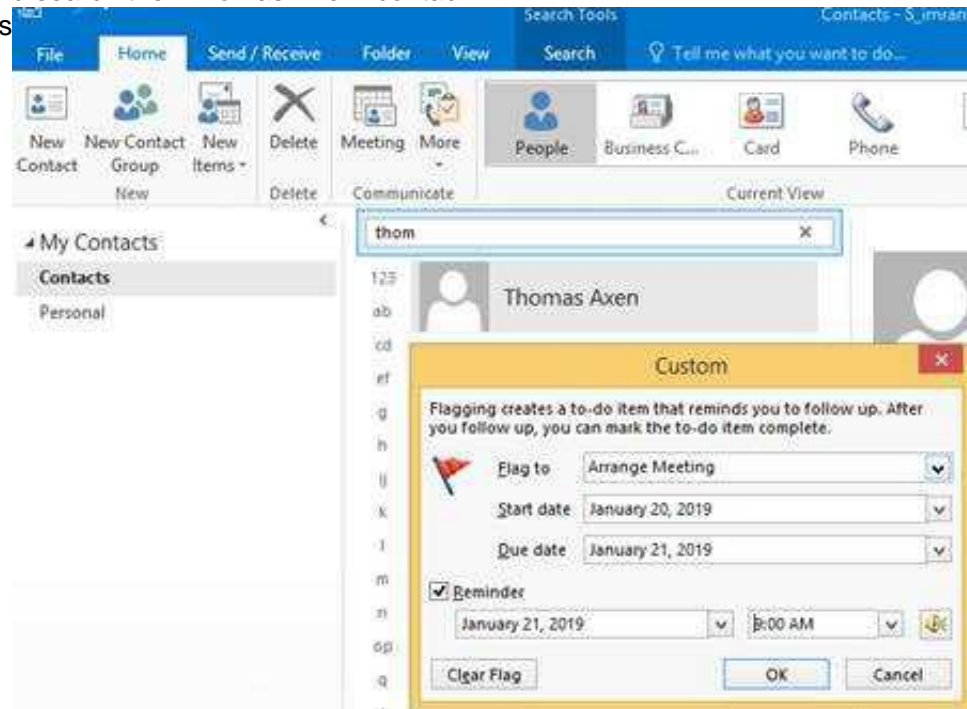

Answer: A

NEW QUESTION 19
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.
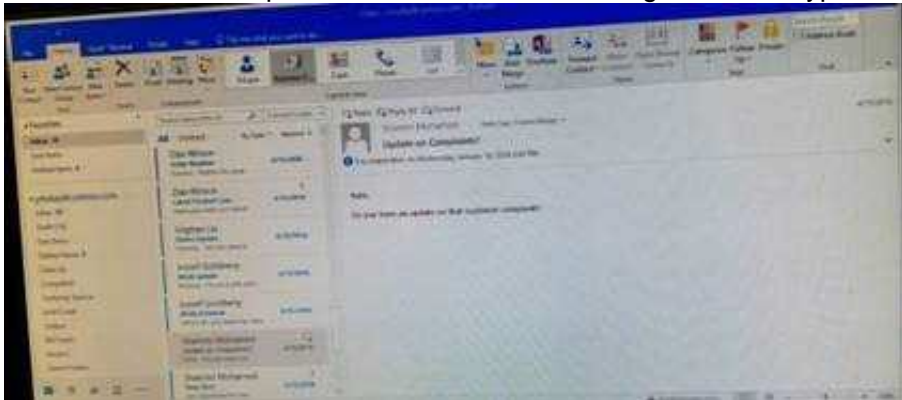
A. See below for solution.Go to contacts and search the ''Thomas Axen'' contac
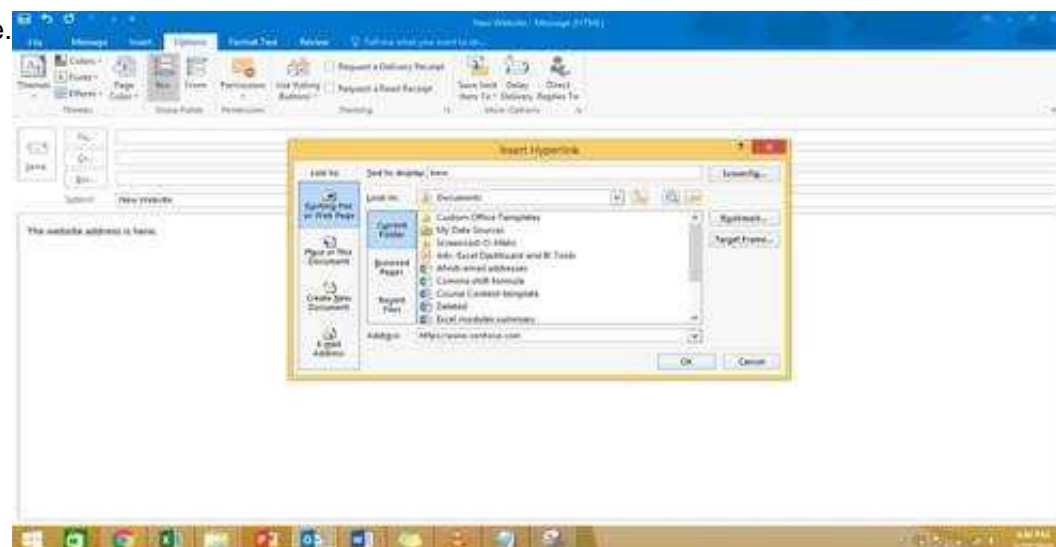B. Add follow up wit+h the following options

Answer: A

NEW QUESTION 24

In the Drafts folder, open the ''New Website" message. Insert a hyperlink on the word "here'' that links to ''https//www.contoso.com''. Send the message.
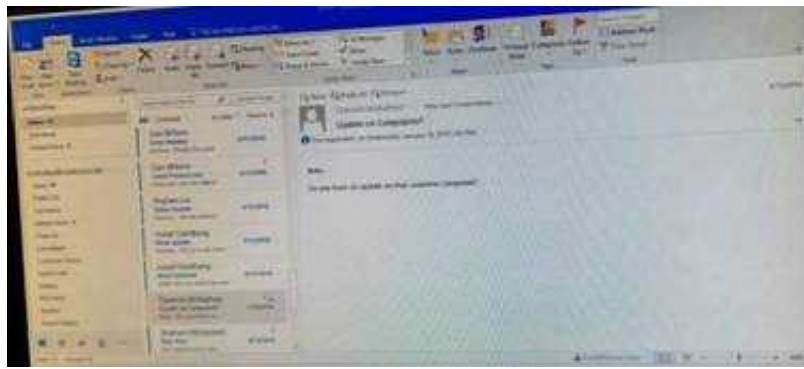

A. See below for solution.Open the messag
B. Right click on the word "here", press Ctrl+k short ke
C. Enter the website address, ok and send the message.

Answer: A

NEW QUESTION 26

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.
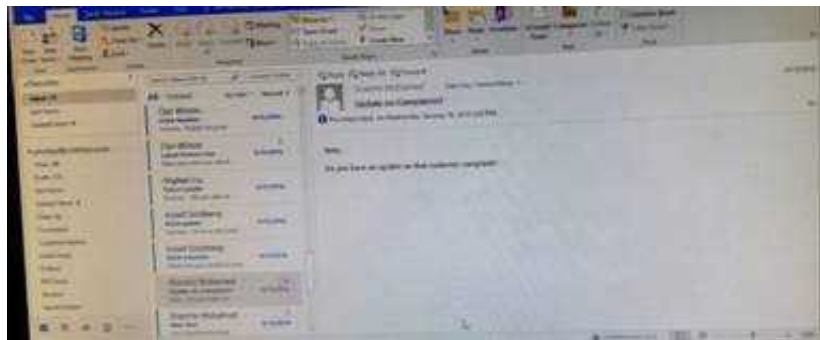
A. See below for solution.Locate and open the messag
B. Put the curser at the end of the body text, click Insert tab – pictures- locate "Customer Service Workflow" image from the pictures folde
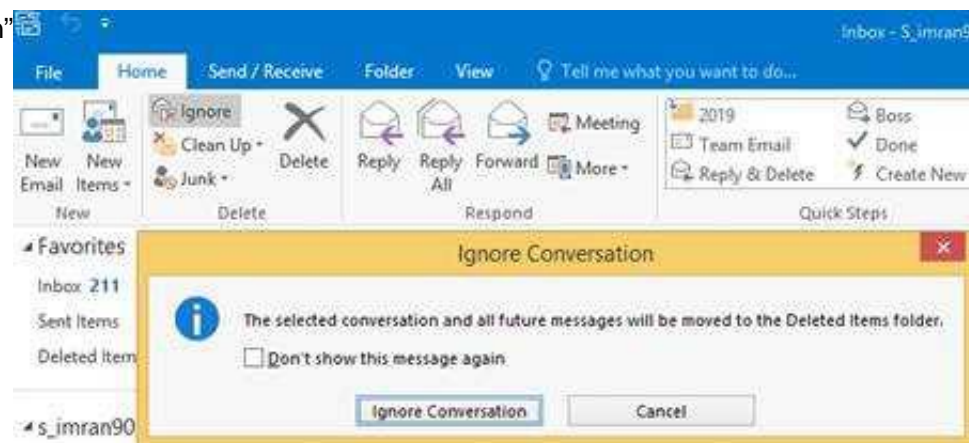C. Insert and send.
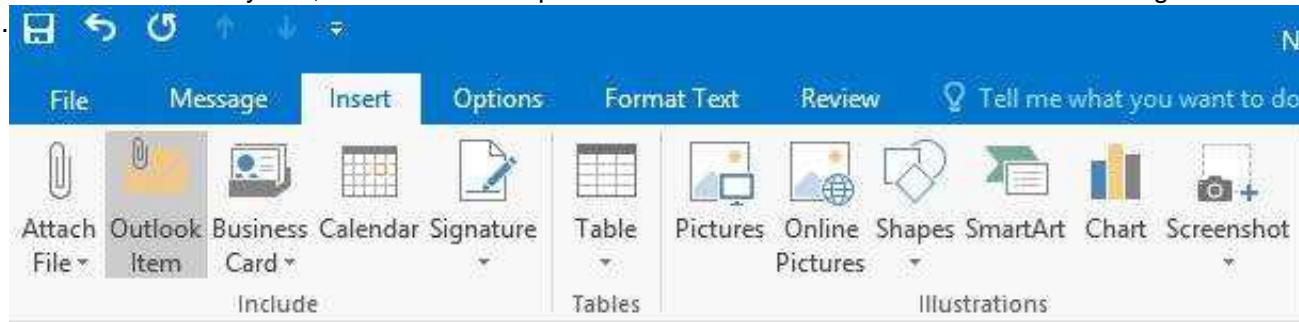
Answer: A

NEW QUESTION 28
Locate the ''Account'' conversation in the Vendors folder. Send the entire conversation and all future messages related to that conversation to the Deleted items folder.
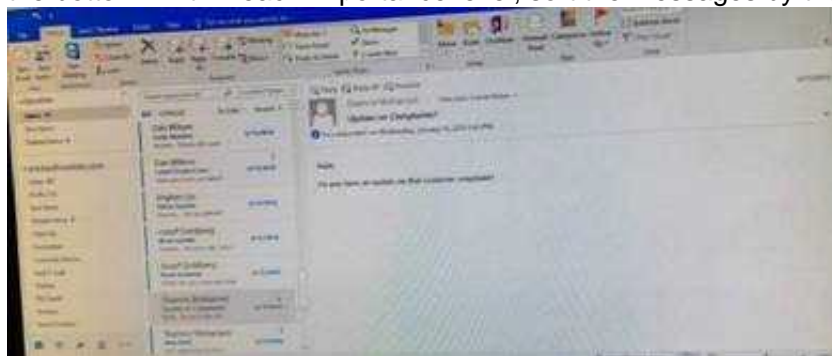

A. See below for solution.Locate the conversatio
B. Click on "Ignore" and then "Ignore Conversation"

Answer: A

NEW QUESTION 31
Sort the messages in the inbox by importance with high importance at the top and low importance at
the bottom. Within each importance level, sort the messages by the date received with the most recent message shown first.
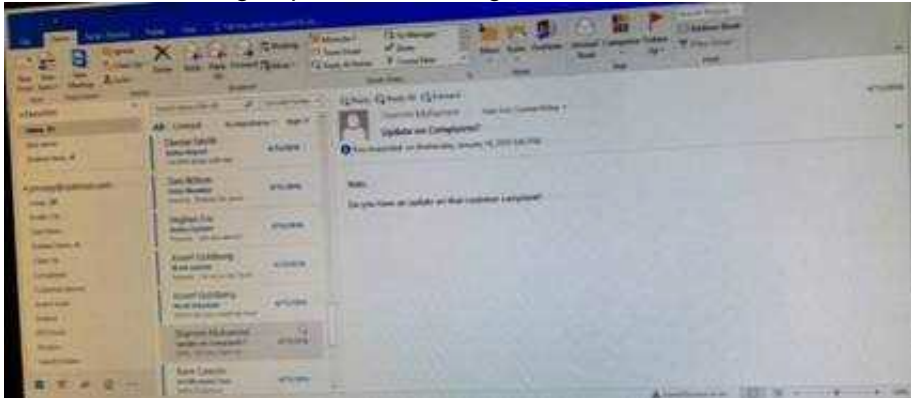

Click on View tab and then View settings. In sort option select the following.
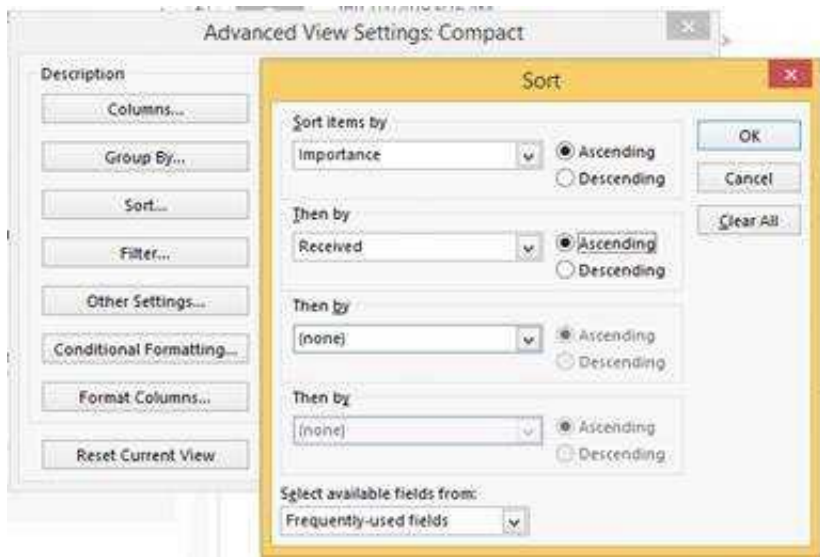
Answer:

NEW QUESTION 34

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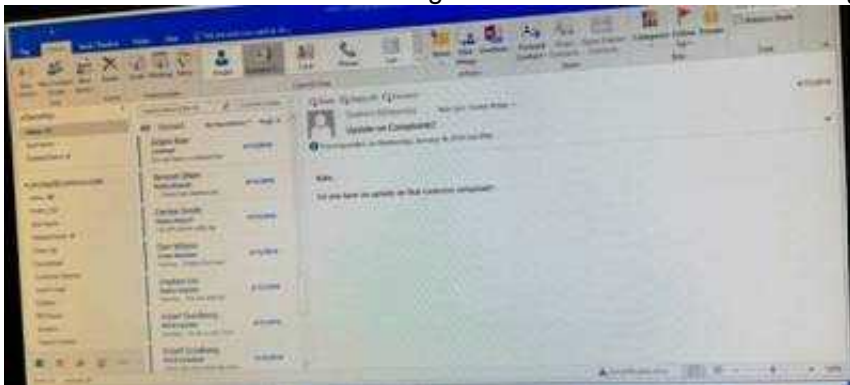

A. See below for solution.•Go to Calendar and select "Create New Calendar Group"•Enter the name "Management Team"•Add the above persons in members
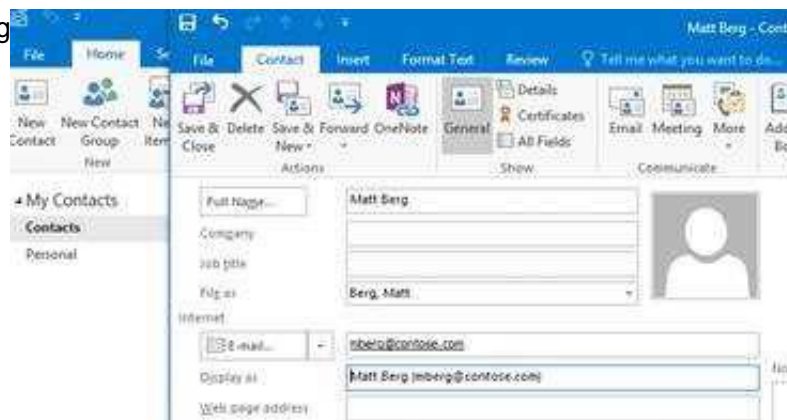
Answer: A

NEW QUESTION 39

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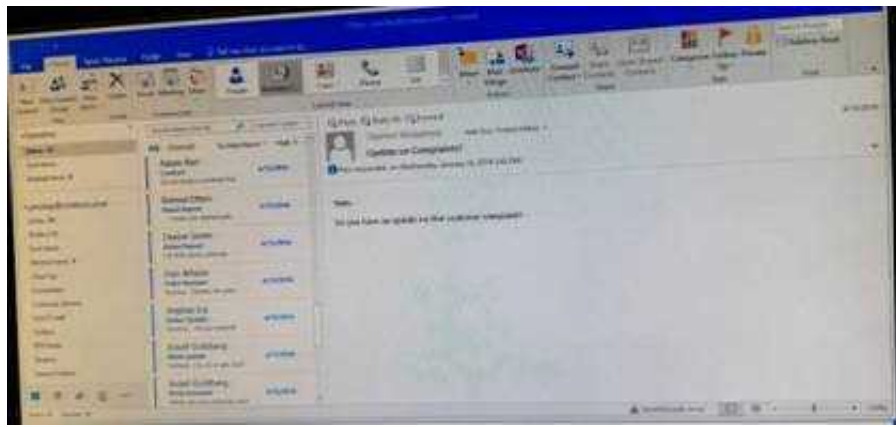

A. See below for solution.Go to contacts – New contact and do the following

Answer: A

NEW QUESTION 42

Send the contact item for "Yvonne Mckay" to "Adam Barr" as a business card.
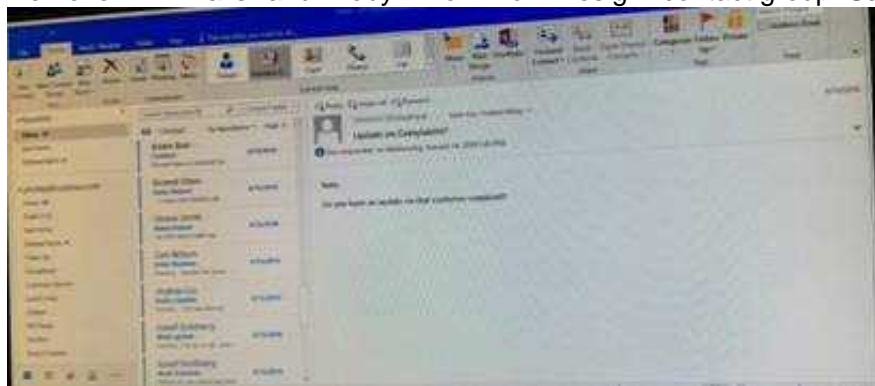
A. See below for solution.Search the contact "Yvonne Mckay" and the click on "Forward Contact" "As a business card"

Answer: A

NEW QUESTION 46
Remove "Kim Ralls" and "Toby Nixon" from Design" contact group. Saves and close the contact group.

A. 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
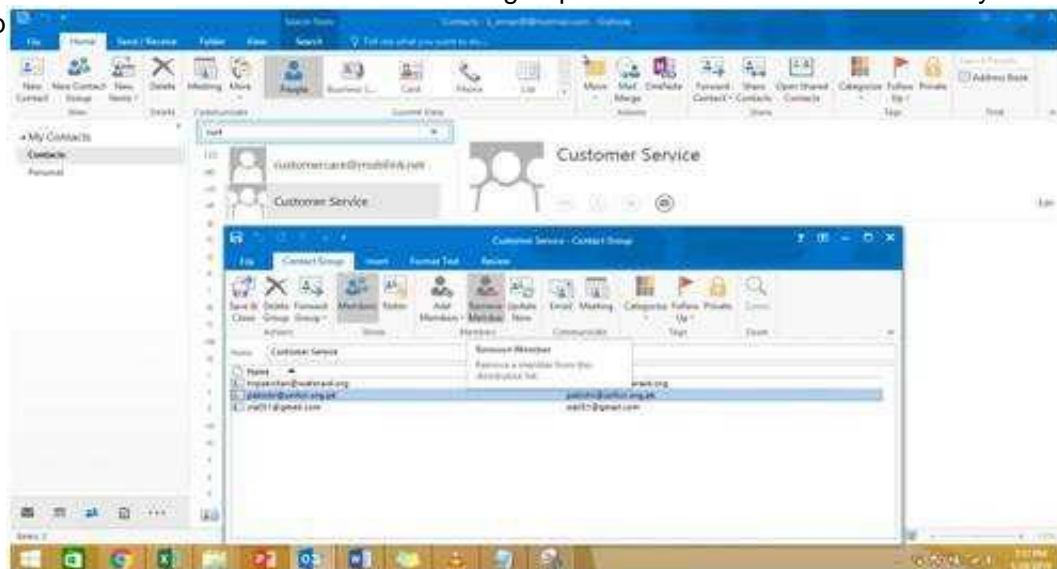
Answer: A

NEW QUESTION 50
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