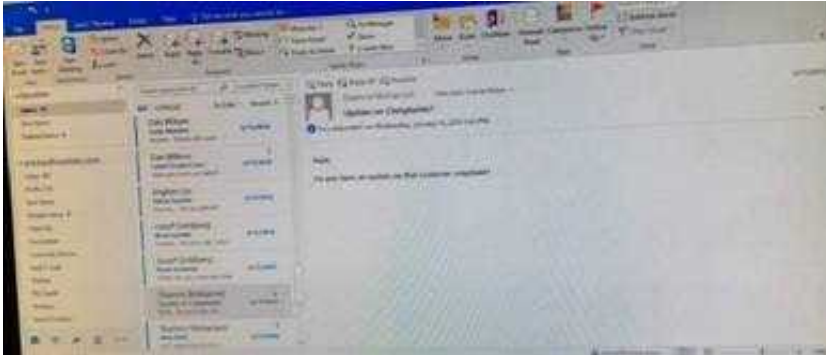**Vendor:**Microsoft

Exam Code:77-731

Exam Name: Outlook 2016 Core Communication, Collaboration and Email Skills
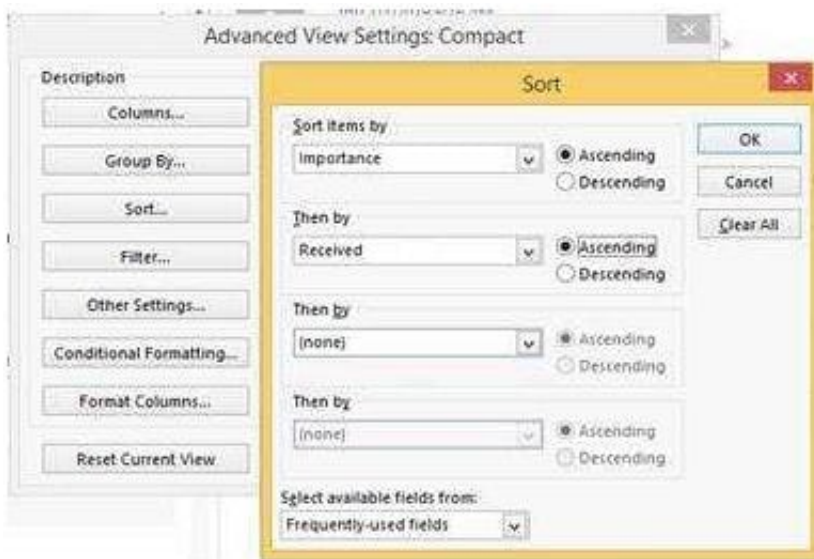
Version: Demo

QUESTION 1

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.
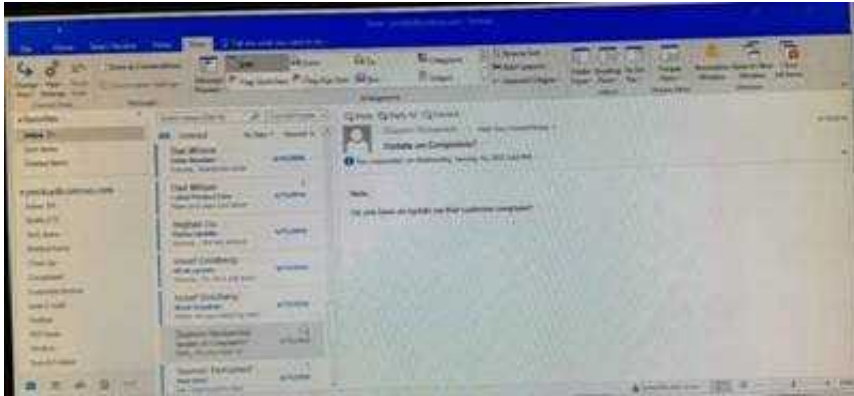

Correct Answer: See below for solution.

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

QUESTION 2

Create a Search Folder named \\\\\'Priority 1\\\\\' that displays messages that are marked as high importance and have at least one attachment.
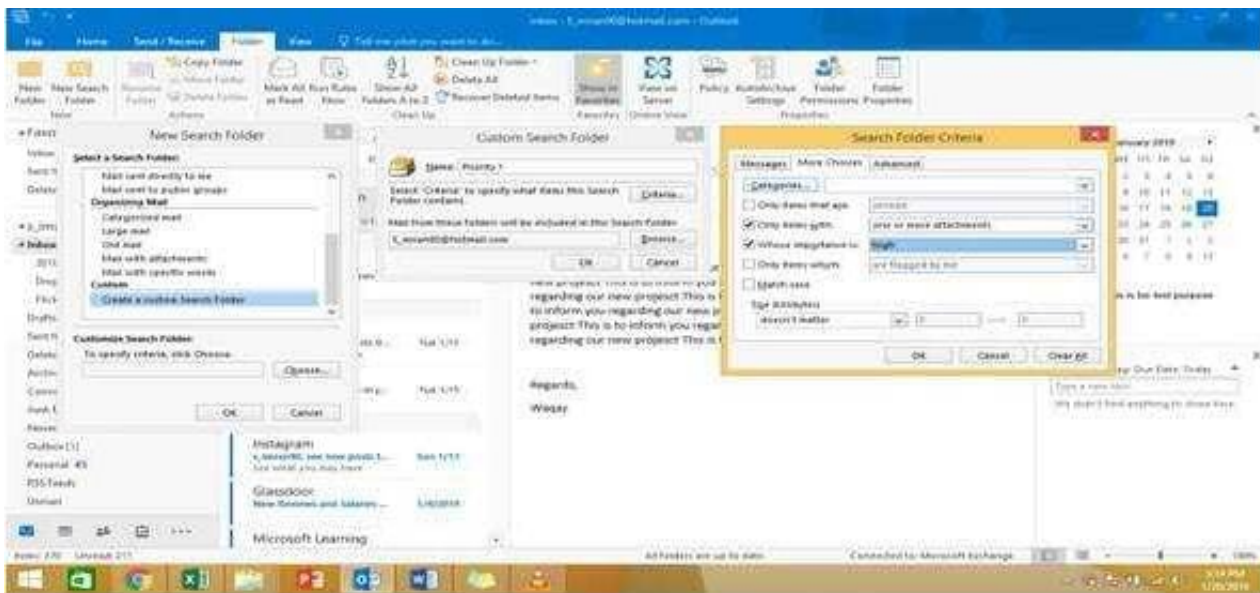
Correct Answer: See below for solution.

Go to Folder

Select "New Search Folder"
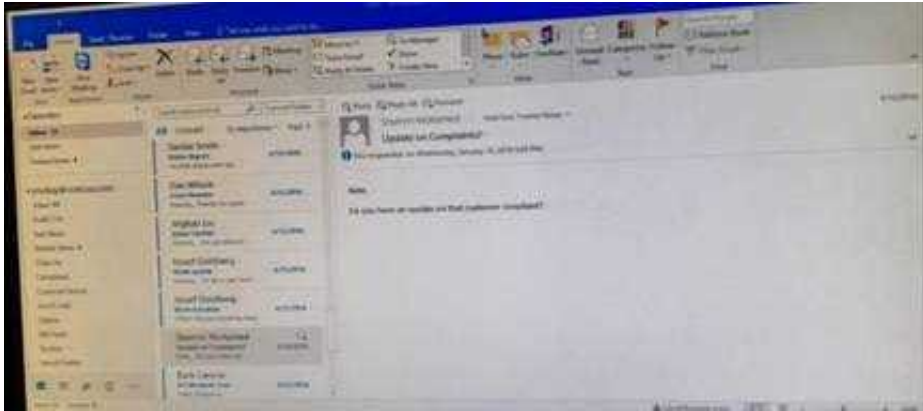
Select create custom search folder and click on "Choose"

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

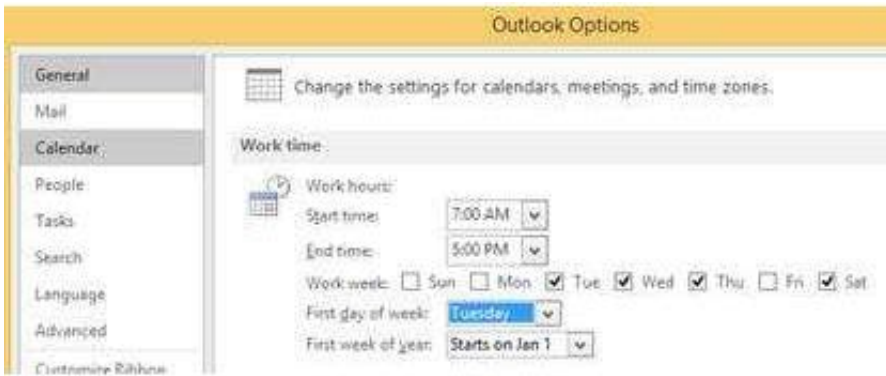In "More choices tab" select the required options

QUESTION 3

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.
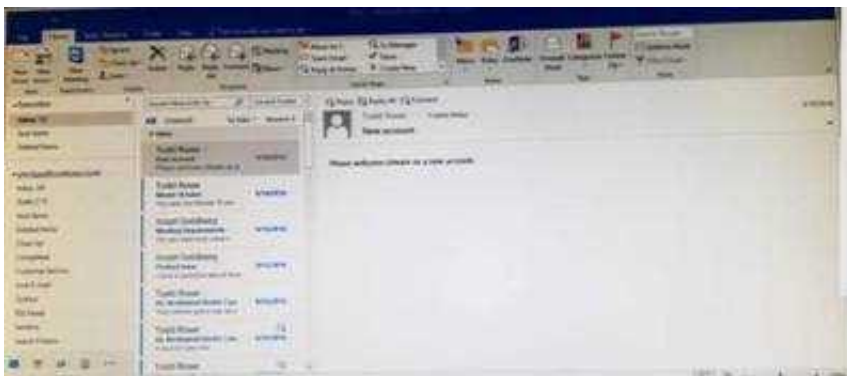
Correct Answer: See below for solution.

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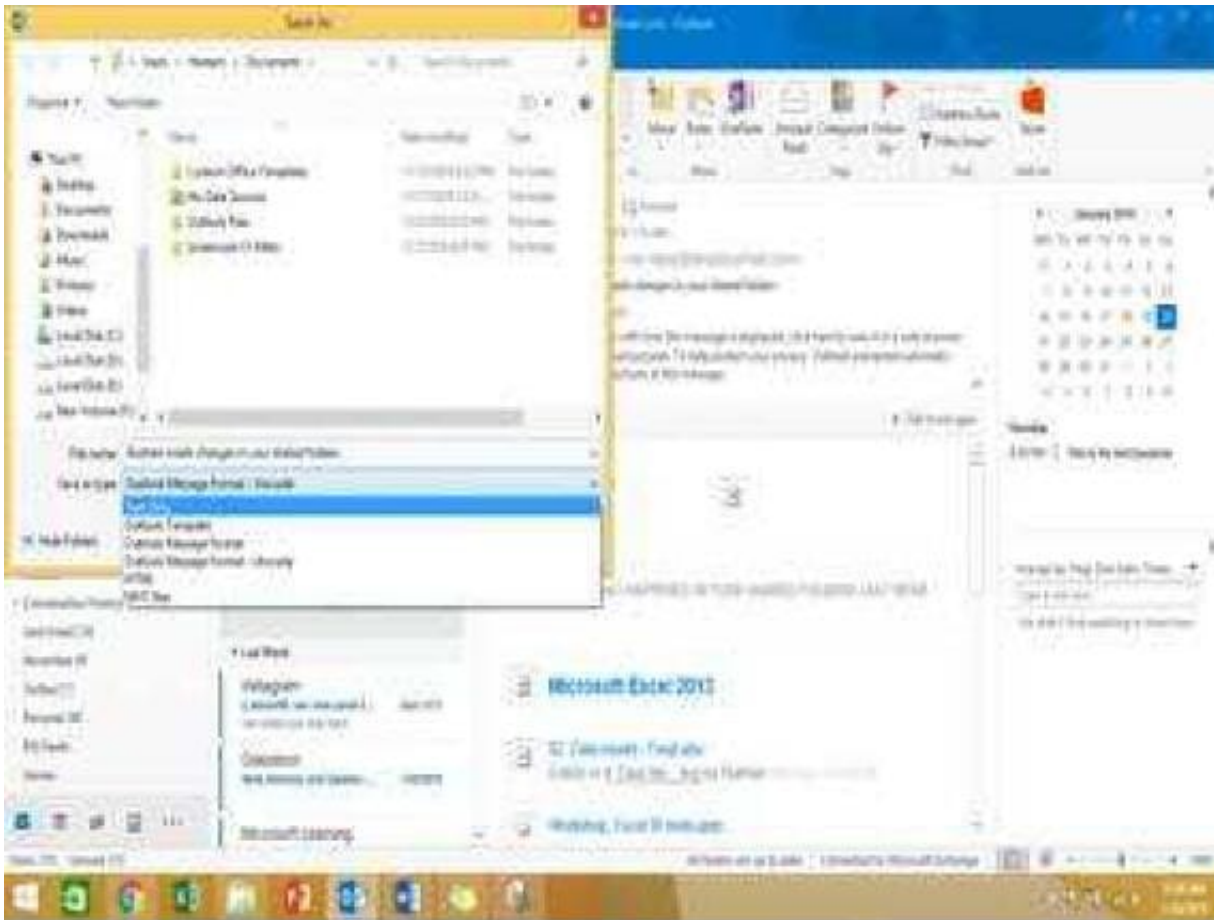

QUESTION 4

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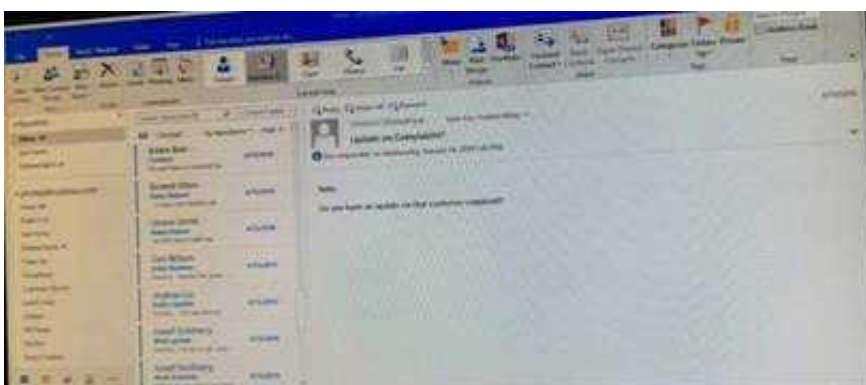

Correct Answer: See below for solution.

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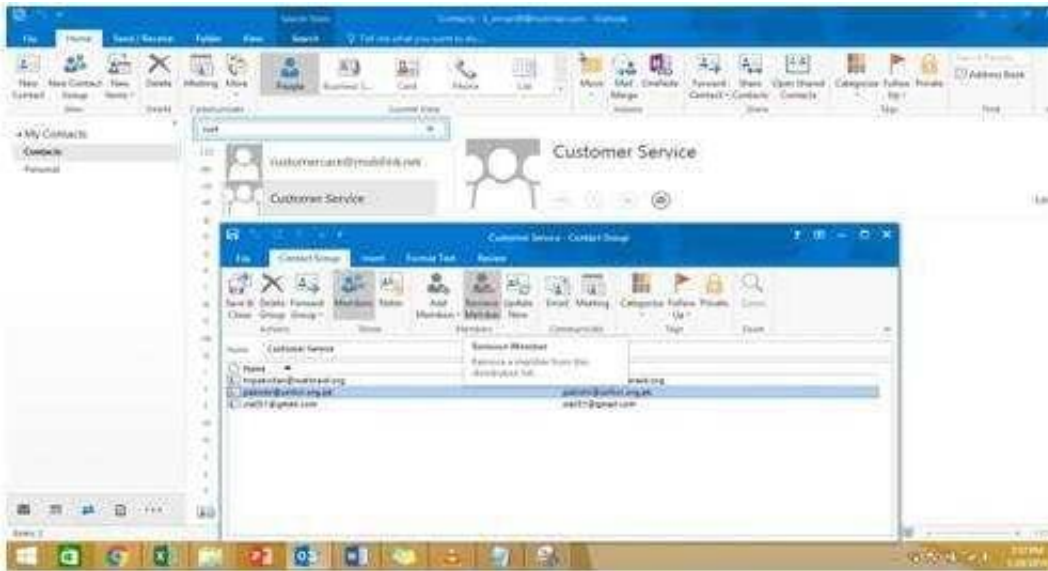

QUESTION 5

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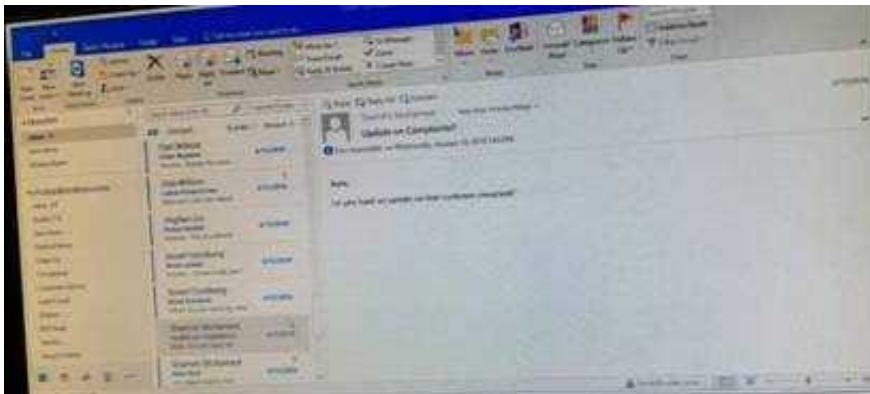

Correct Answer: See below for solution.

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 6
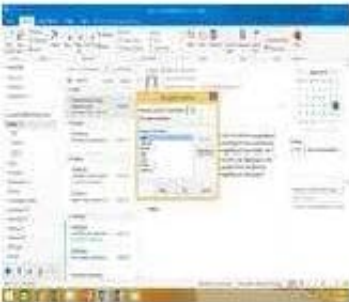
Reset the navigation pane buttons to the default settings.

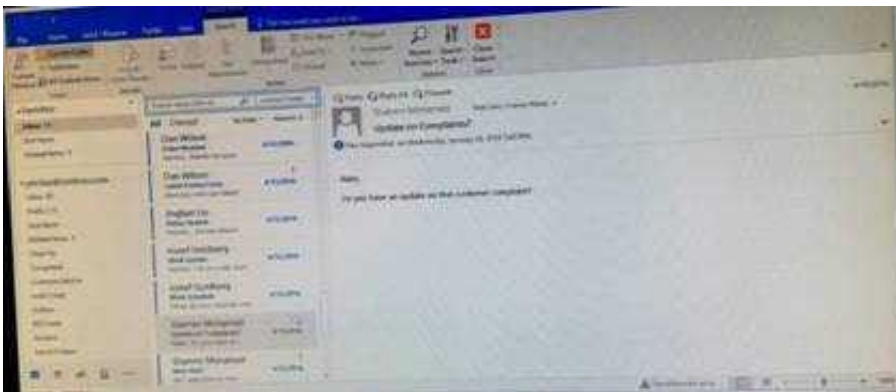Correct Answer: See below for solution.

On the Navigation Bar, click …
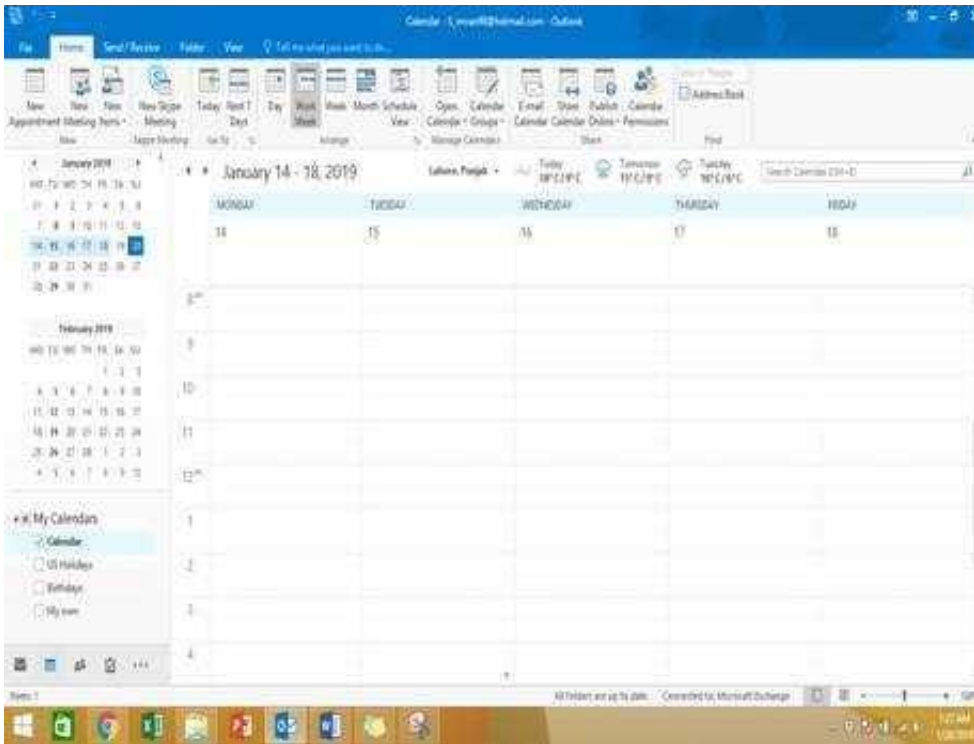
Click navigation options then click on Reset

QUESTION 7

Display the Calendar, Configure the view to display the schedule for the current work week.
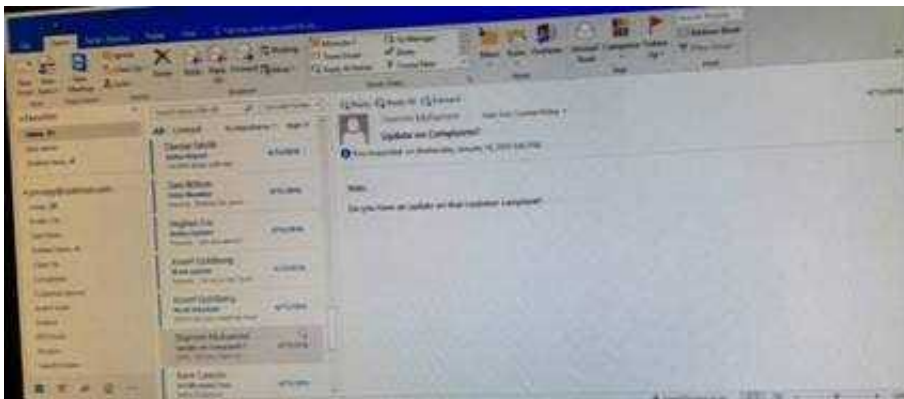
Correct Answer: See below for solution.

Click on colander and select "Work Week" in Arrange group

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QUESTION 8

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"
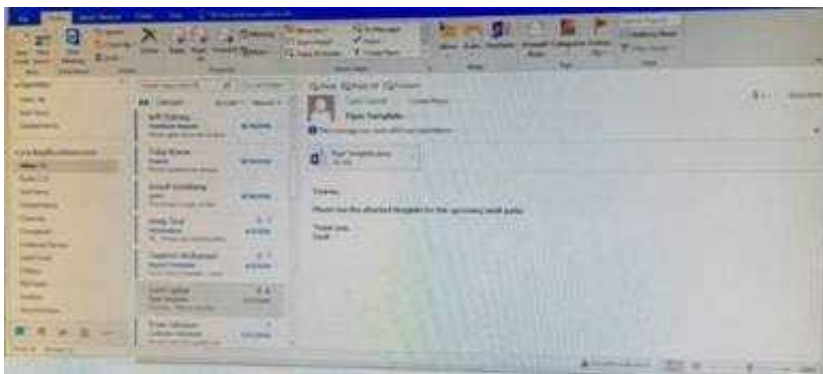
Enter the name "Management Team"

Add the above persons in members

QUESTION 9

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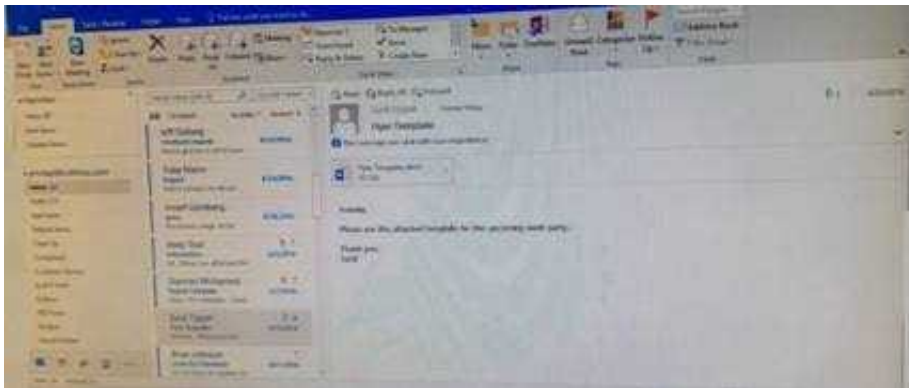

Correct Answer: See below for solution.

| 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 10

In the Drafts folder, open the \\'\\'Process Development\\'\\'\' message. Apply the Basic (Stylish) style set. Send the message.
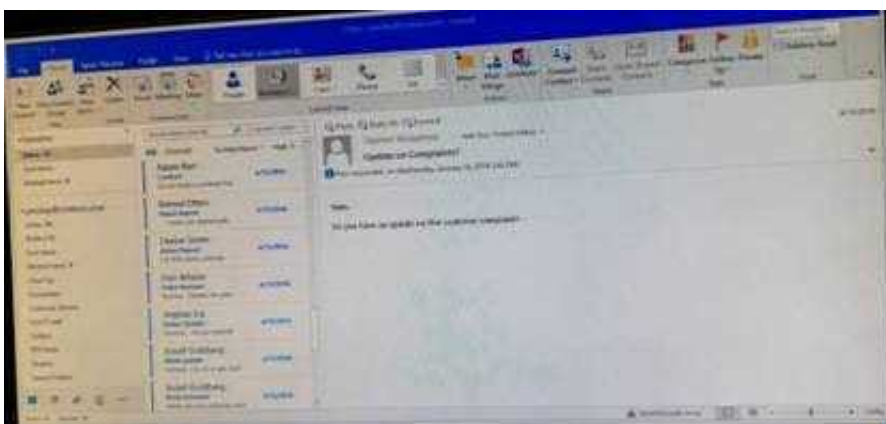
Correct Answer: See below for solution.

In message body click on Format Text tab -Change styles -Style set -select Basic (Stylish)
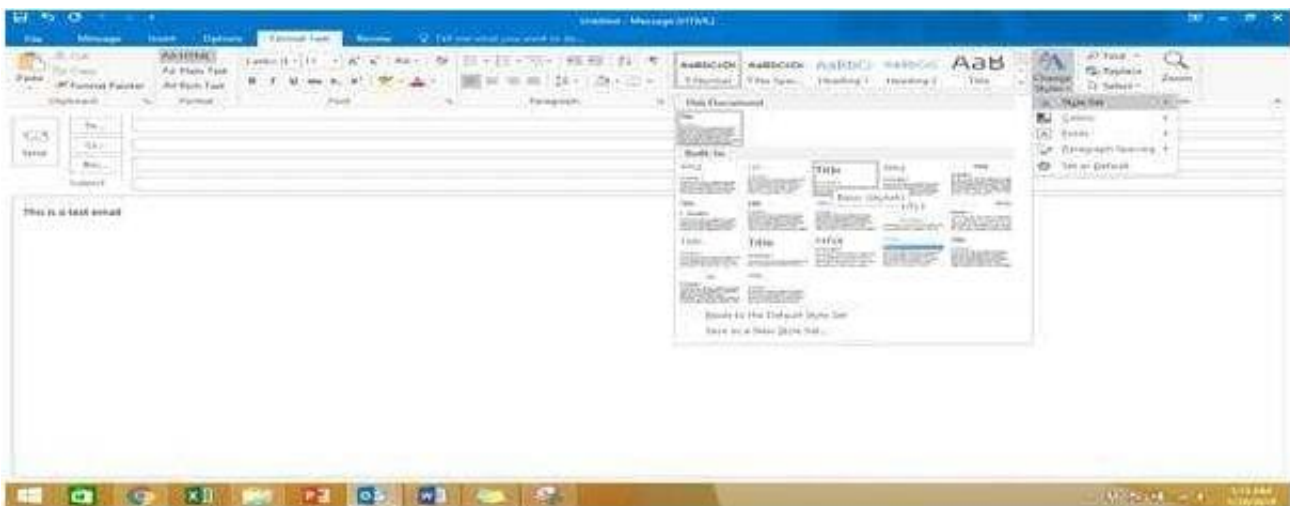
QUESTION 11

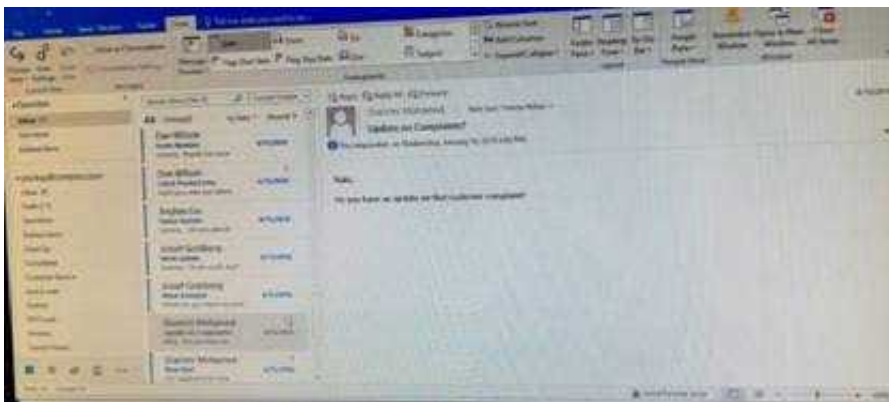Send the contact item for \\'\\'Yvonne Mckay\\'\\' to \\'\\'Adam Barr\\'\\' as a business card.

Correct Answer: See below for solution.

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

QUESTION 12

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

Correct Answer: See below for solution.

File -options -mail -select Rich Text