



77-731^{Q&As}

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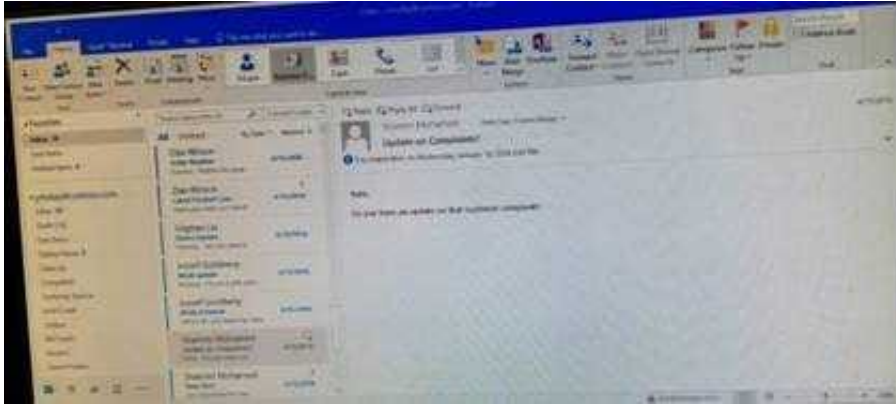
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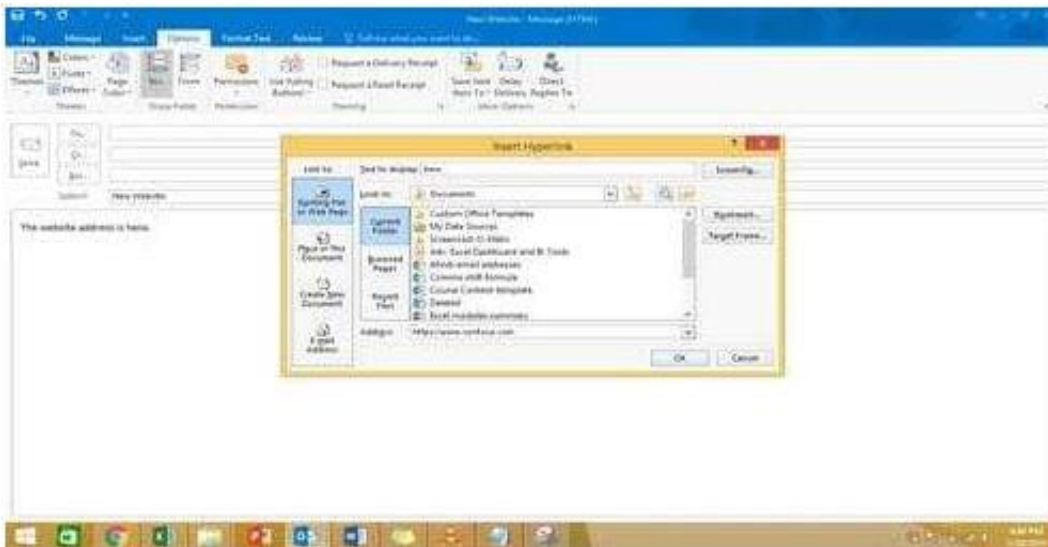
QUESTION 1

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.



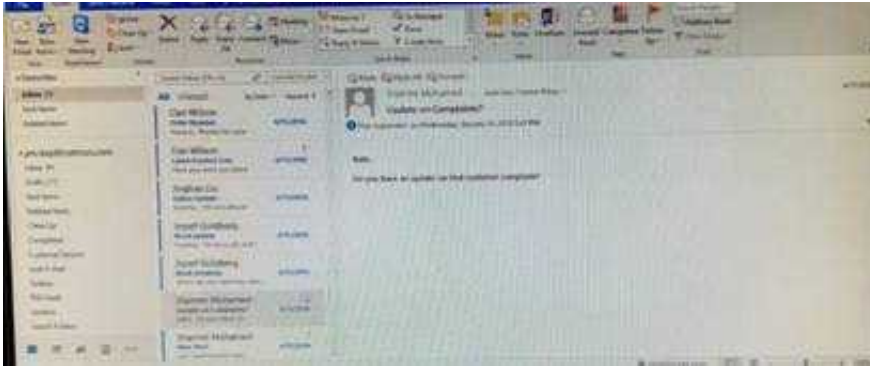
Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.



QUESTION 2

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.

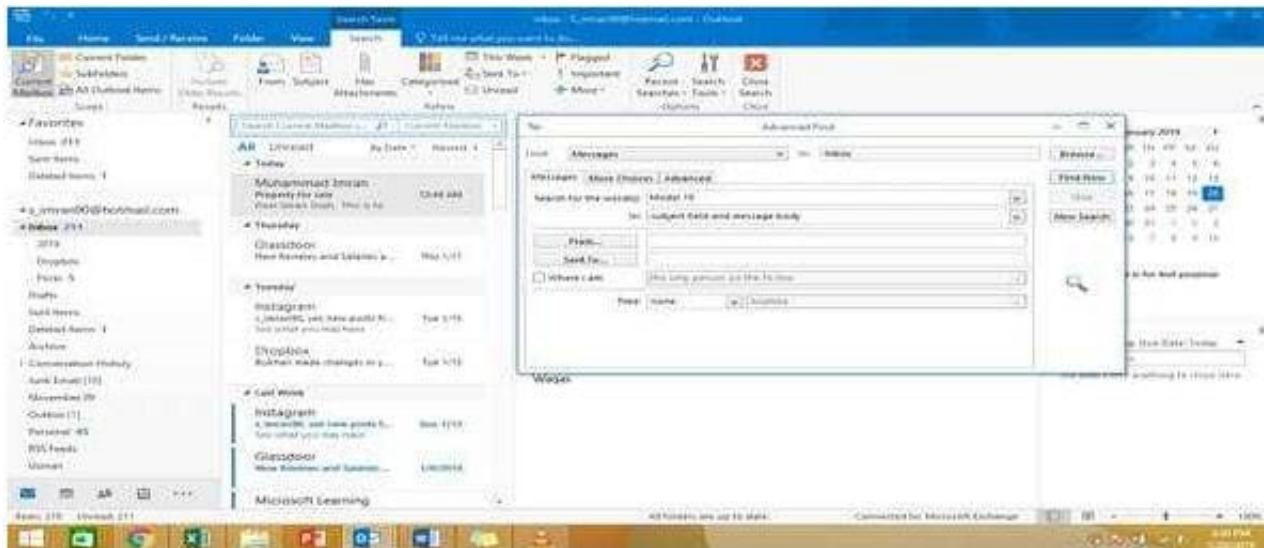


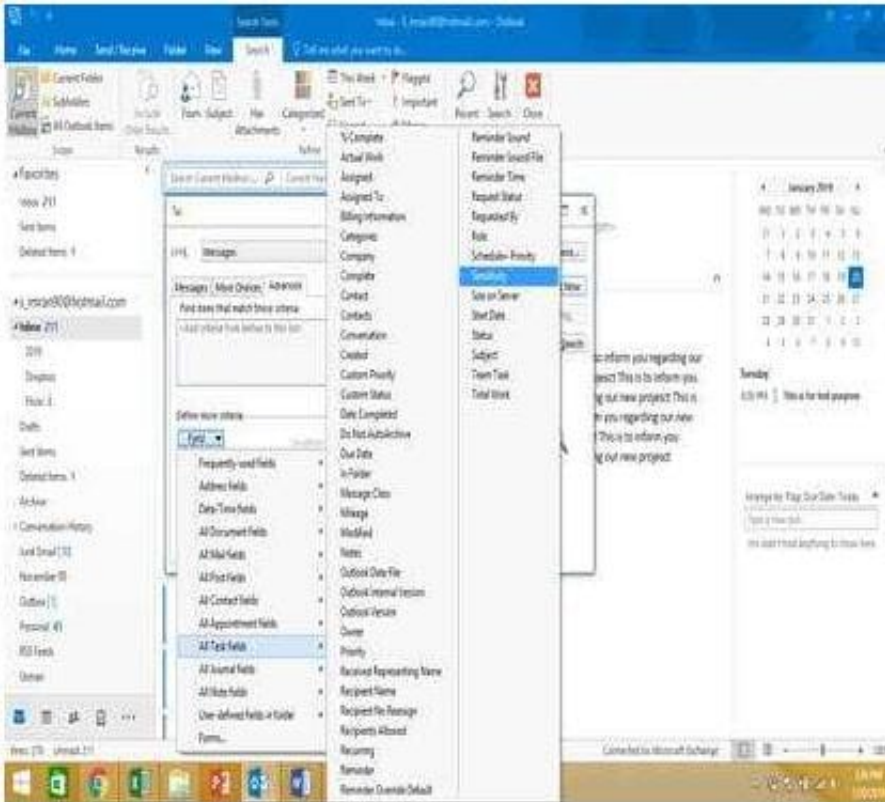
Correct Answer: See below for solution.

Click in "search mail" to activate "search" tab and click "Advanced find"

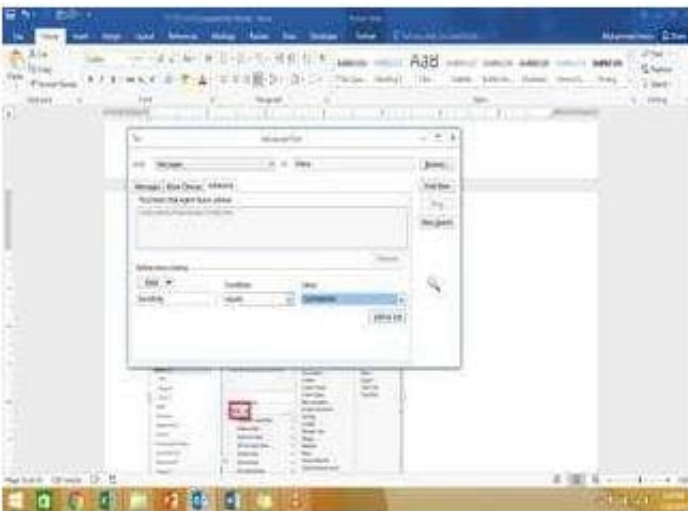


In the "Advanced Find" box give the desired criteria Go to "Advanced" tab and click on "Field option – All task fields – Sensitivity"



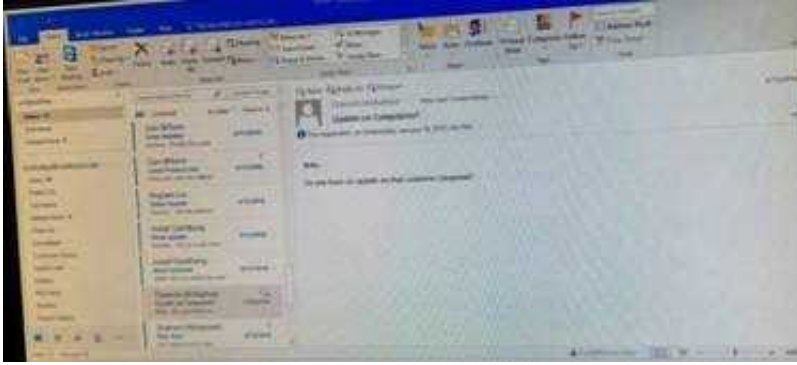


Give the criteria and add to list. Find the message, delete and close the box



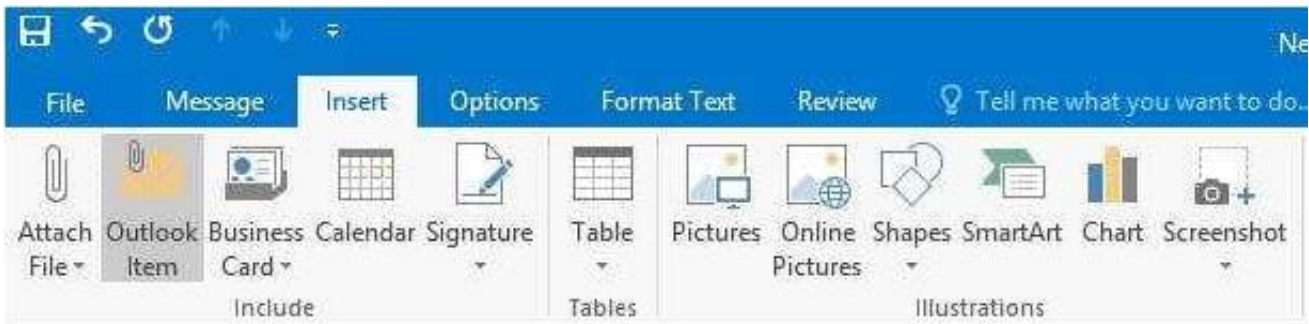
QUESTION 3

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.



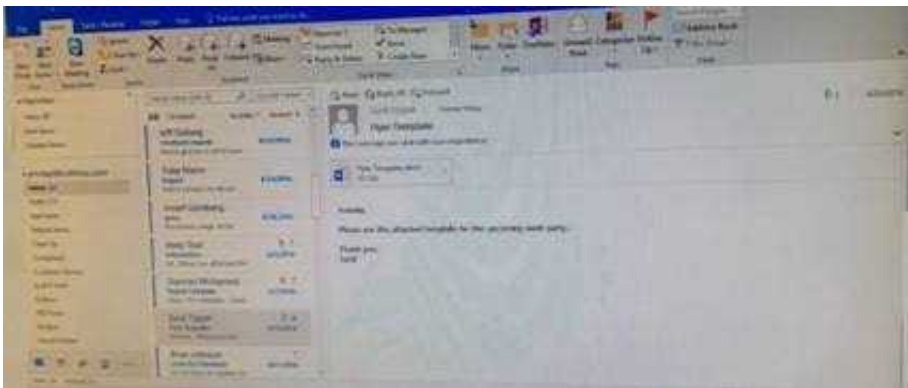
Correct Answer: See below for solution.

Locate and open the message. Put the cursor at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.



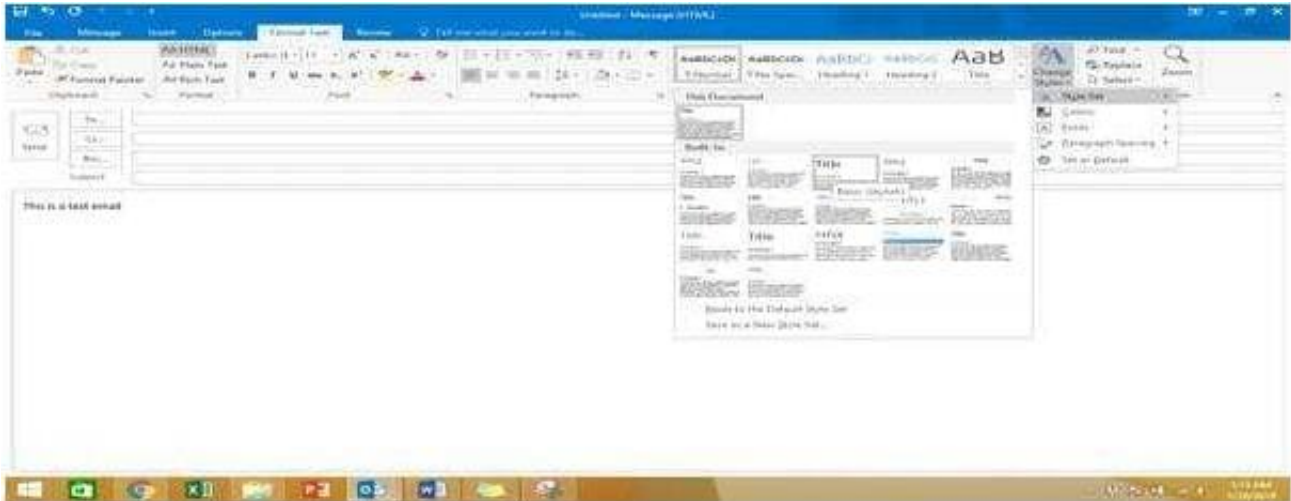
QUESTION 4

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



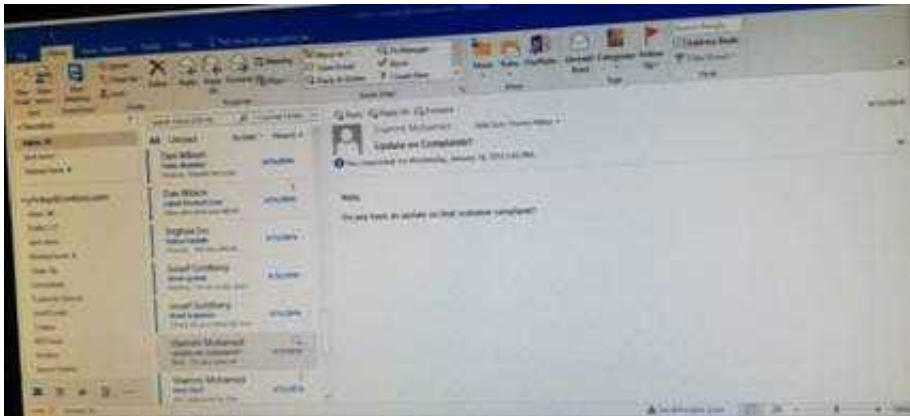
Correct Answer: See below for solution.

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



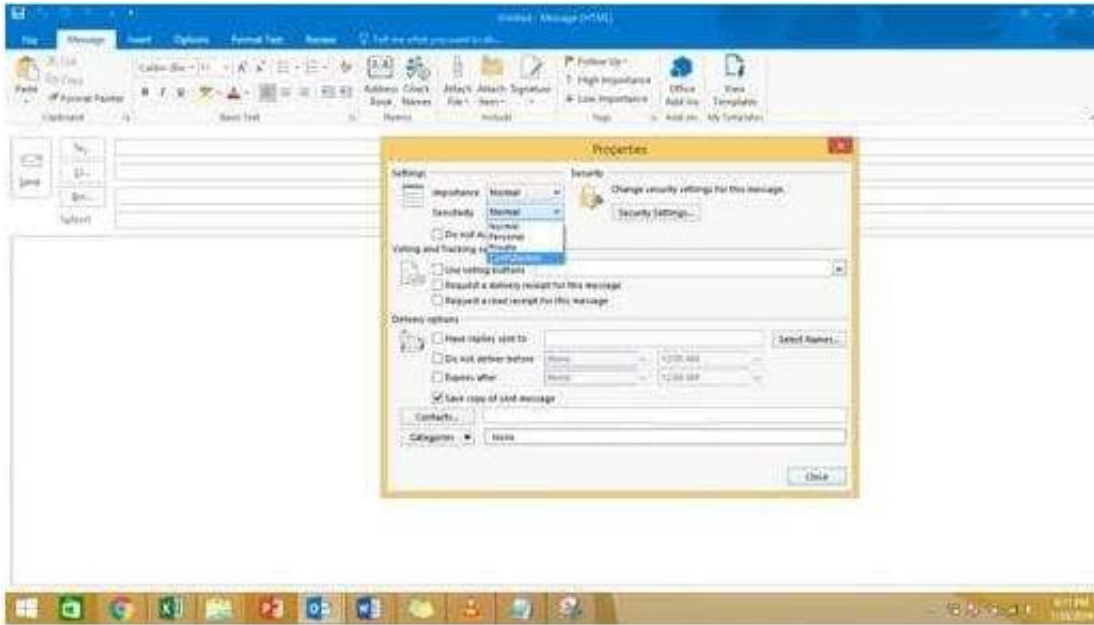
QUESTION 5

In the Drafts folder, open the "\\\"New Organizational Chart" message. Change the Sensitivity to confidential. Send the message.



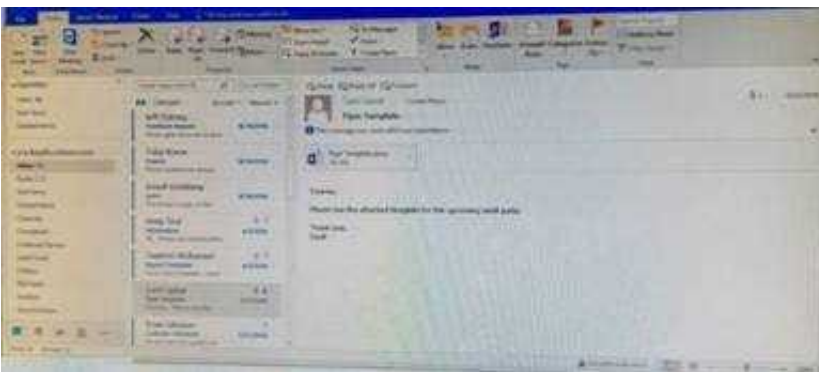
Correct Answer: See below for solution.

Open the message and click on message options dialog box launcher. Select the sensitivity, close the box and send.



QUESTION 6

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



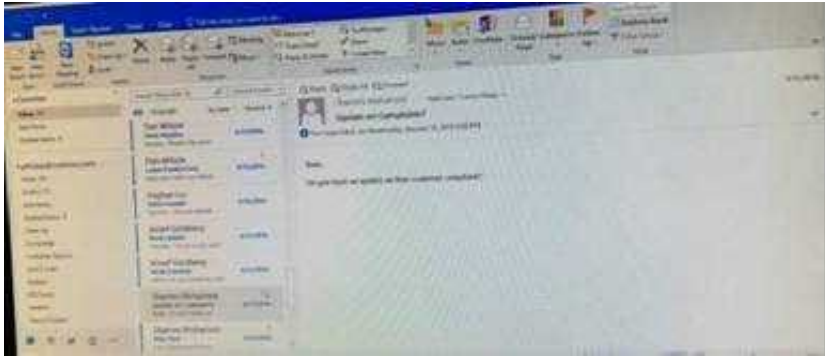
Correct Answer: See below for solution.

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

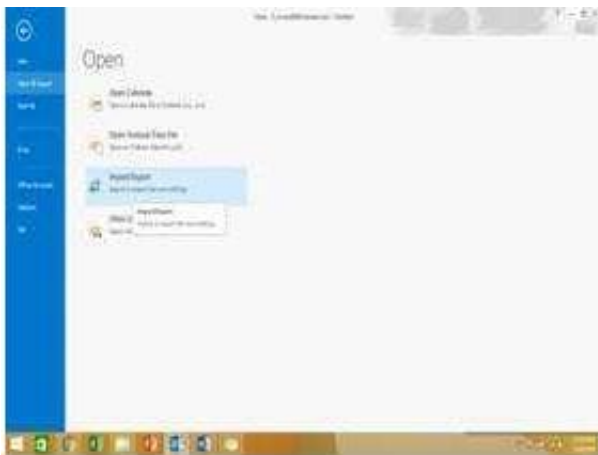


Export the contents of the Deleted items folder and its subfolders to a .pst file. Save the file in the Documents folder as '\\\\Deleted.pst\\\\'. Do not enter a password.



Correct Answer: See below for solution.

-File -Open and Export -Import/Export



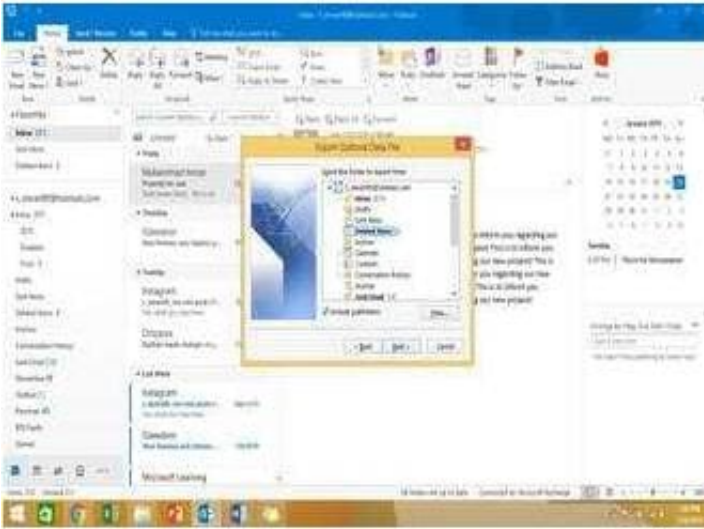
Select Export to a file



Select outlook data file (.pst)



Select Deleted items folder and make sure include subfolders is selected

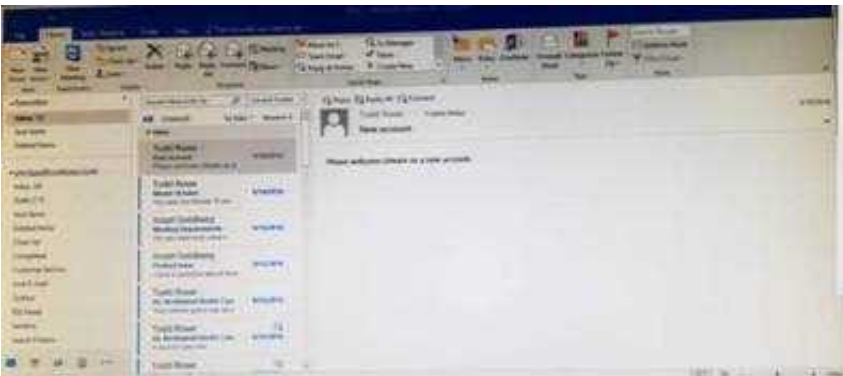


Select outlook data file (.pst)

Select Deleted items folder and make sure include subfolders is selected

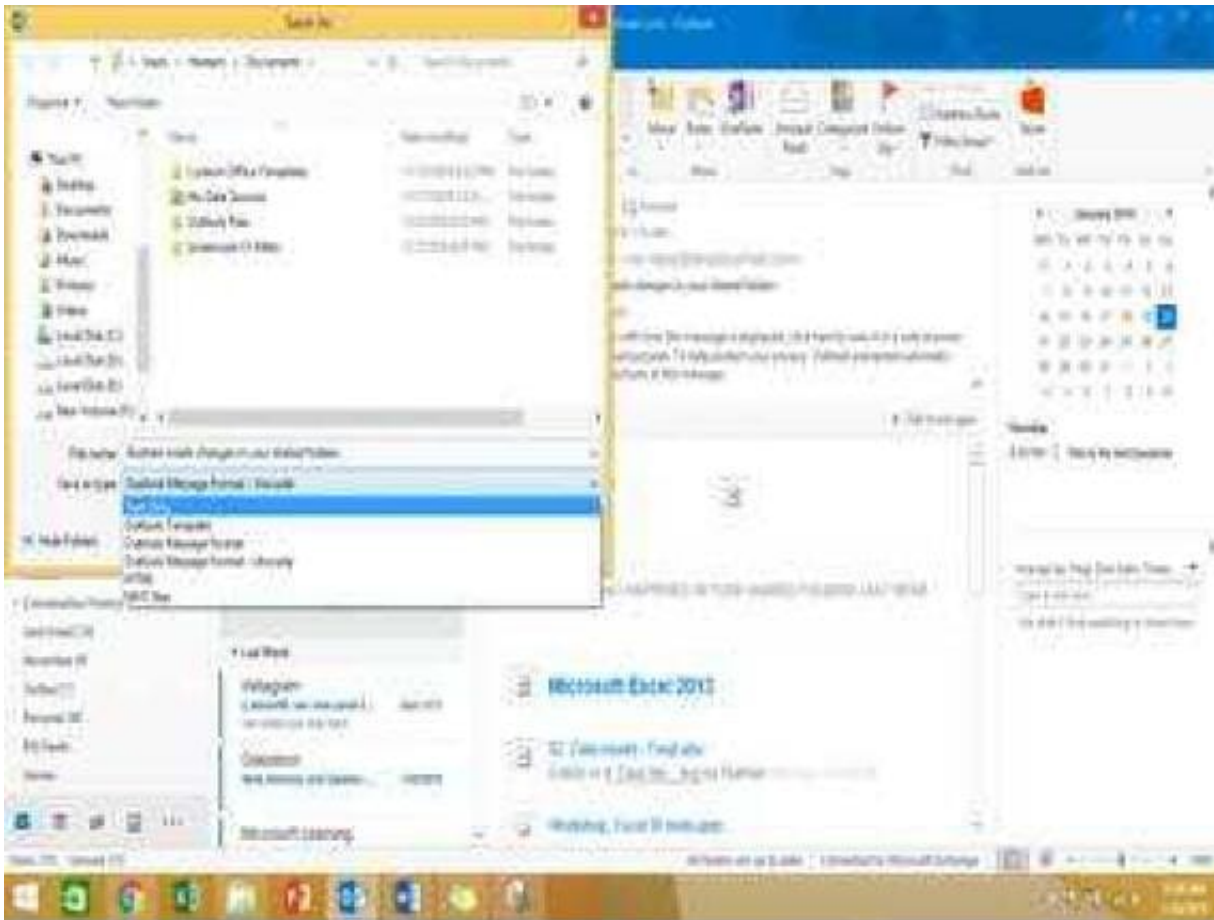
QUESTION 8

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



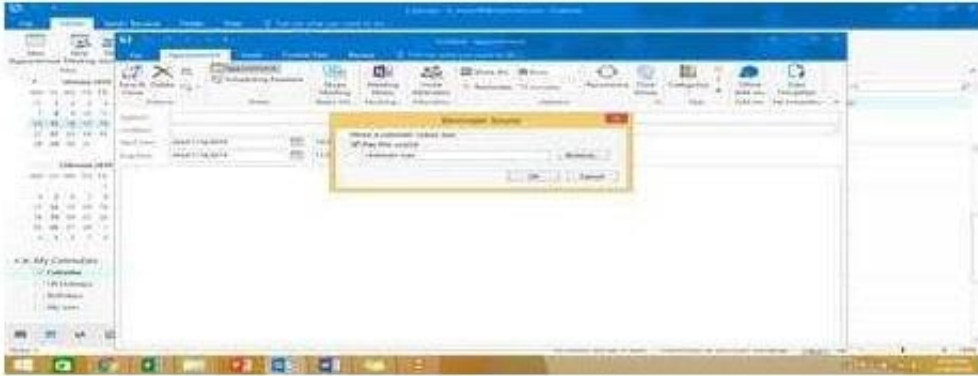
QUESTION 9

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"



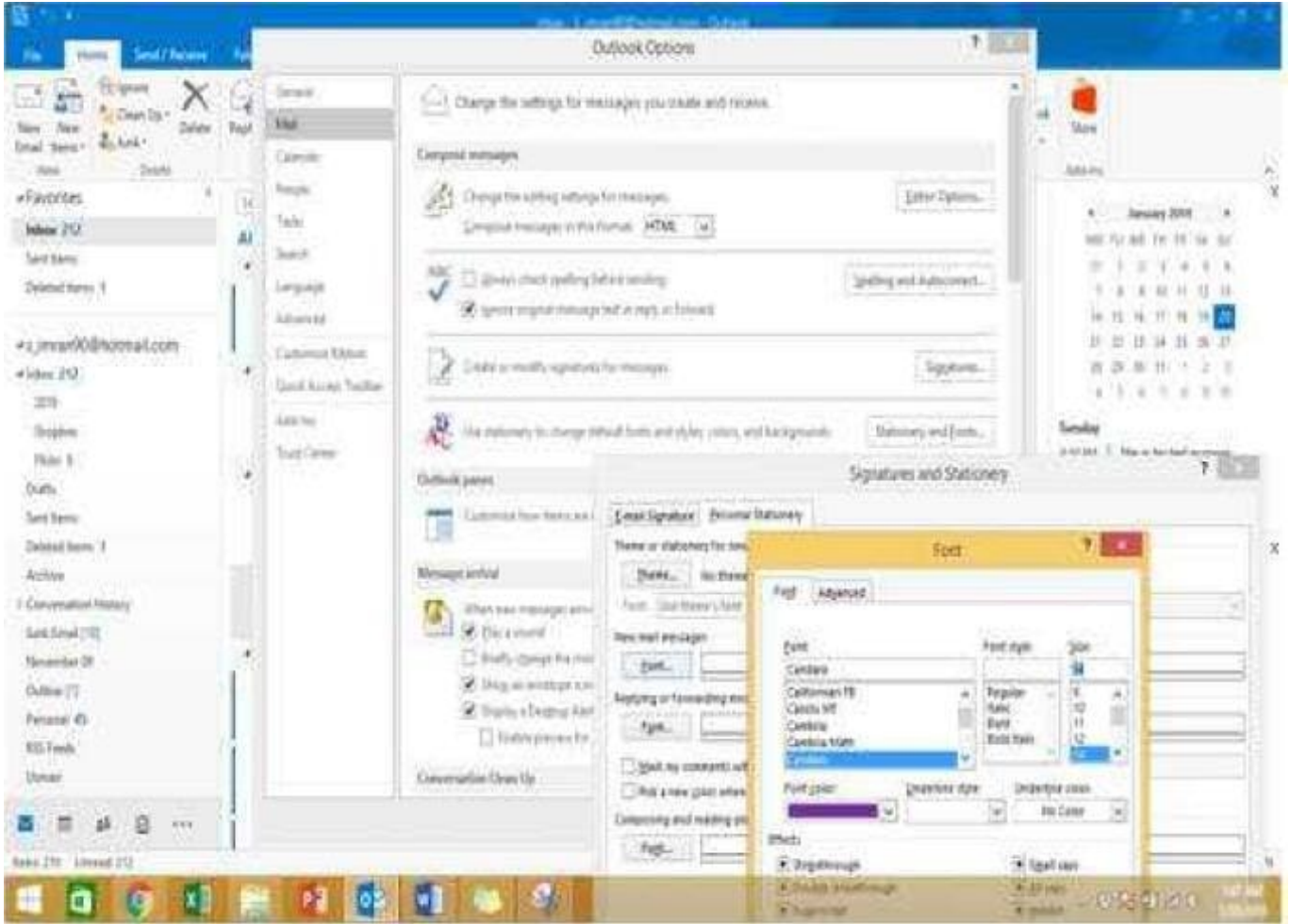
QUESTION 10

Configure Outlook to set the default font for new email messages to Purple 14-point Candara.



Correct Answer: See below for solution.

GO to File -Options -Mail -Stationary and fonts -personal stationary tab -New email messages



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