



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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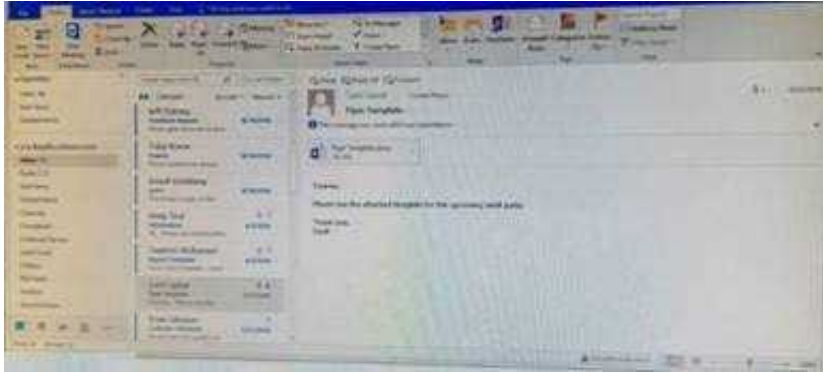
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QUESTION 1

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

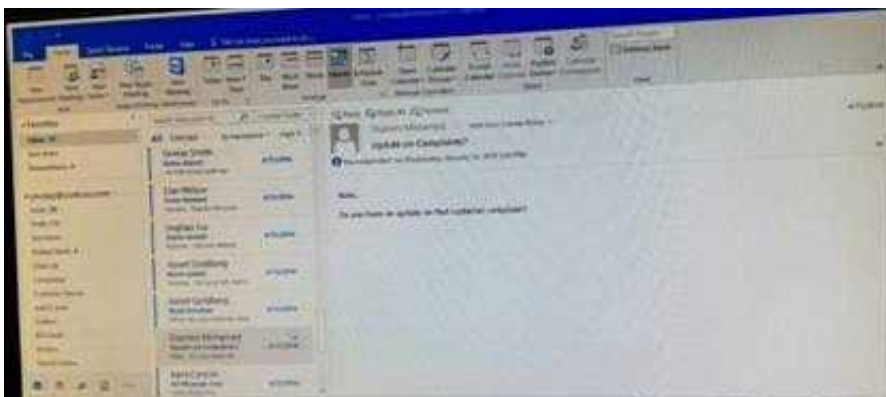


Correct Answer: See below for solution.

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 2

Import the contacts from the PersonalContacts.csv located in the Documents folder into the Contacts folder.



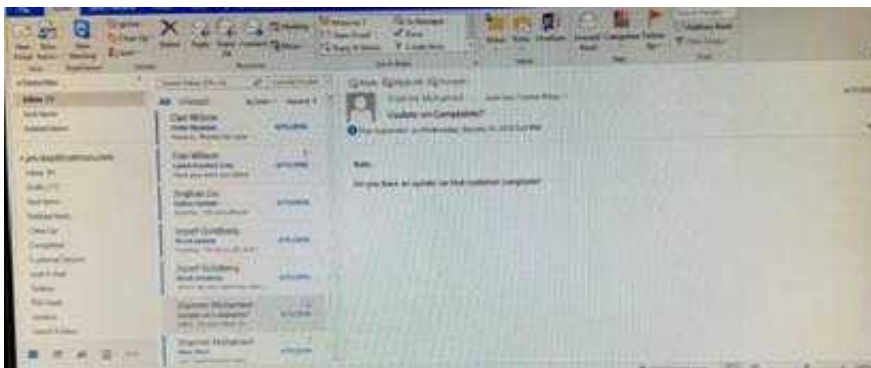
Correct Answer: See below for solution.

File – open and export – Import/Export Import from another program or file Comma separated values Locate the file and import



QUESTION 3

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.

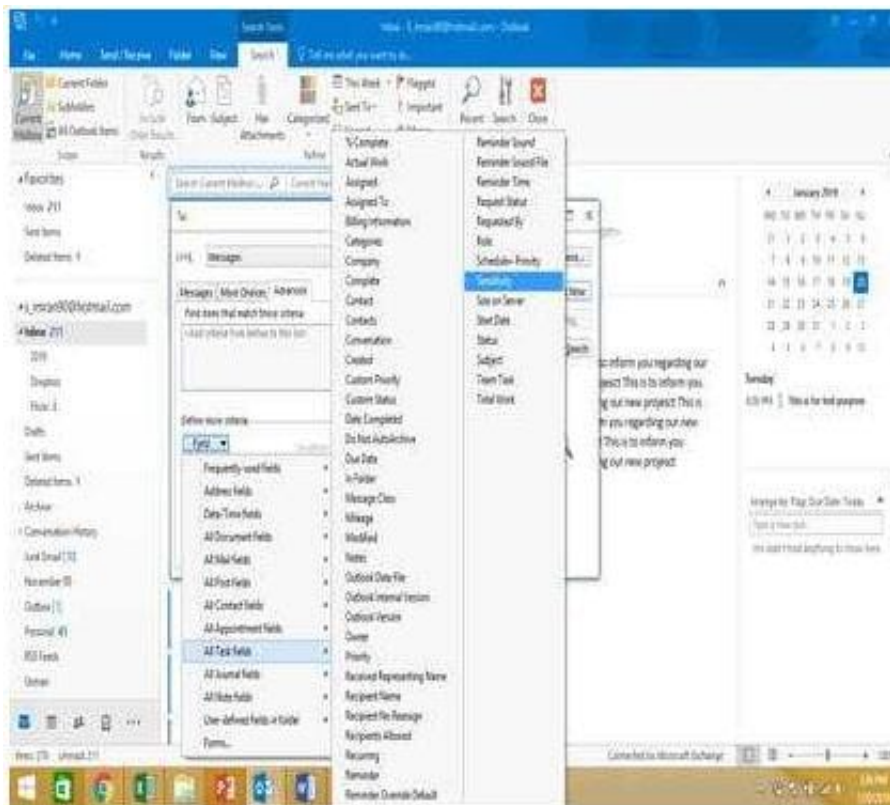
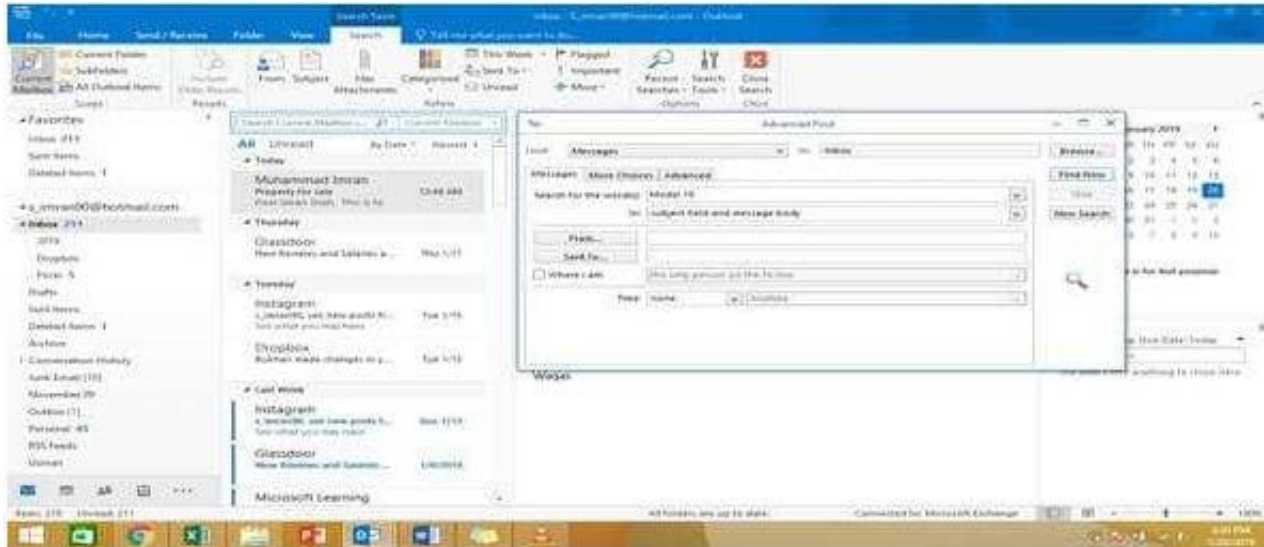


Correct Answer: See below for solution.

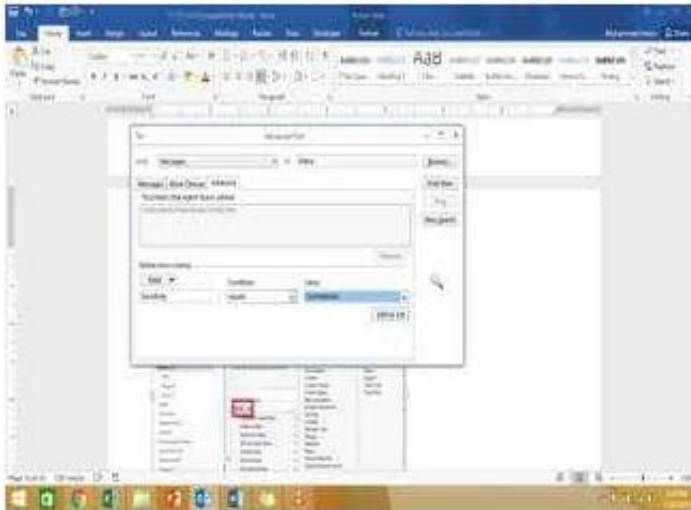
Click in “search mail” to activate “search” tab and click “Advanced find”



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

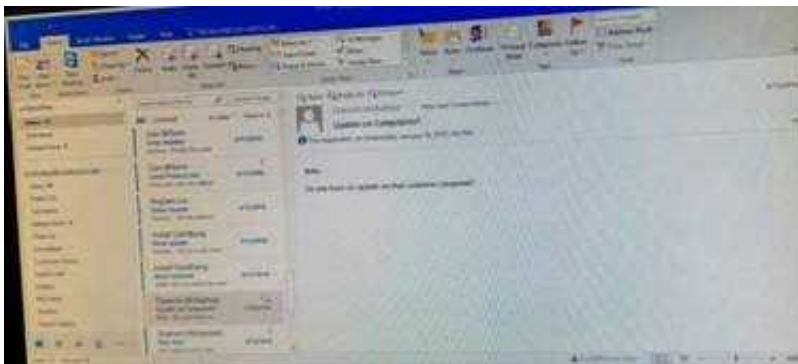


Give the criteria and add to list. Find the message, delete and close the box



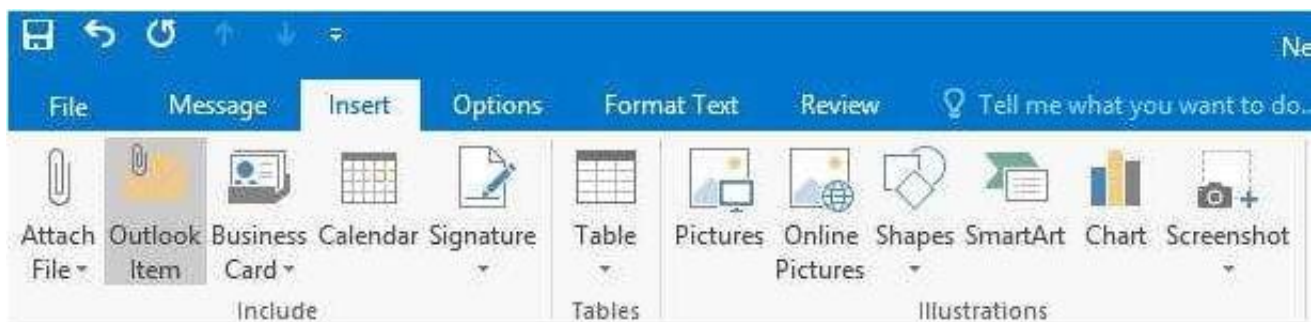
QUESTION 4

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.

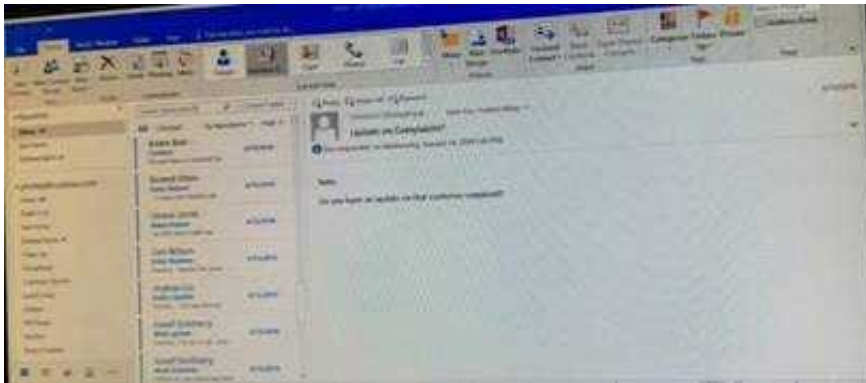
Locate and open the message. Put the cursor at the end of the body text, click Insert tab ?pictures- locate "Customer Service Workflow" image from the pictures folder. Insert and send.



QUESTION 5

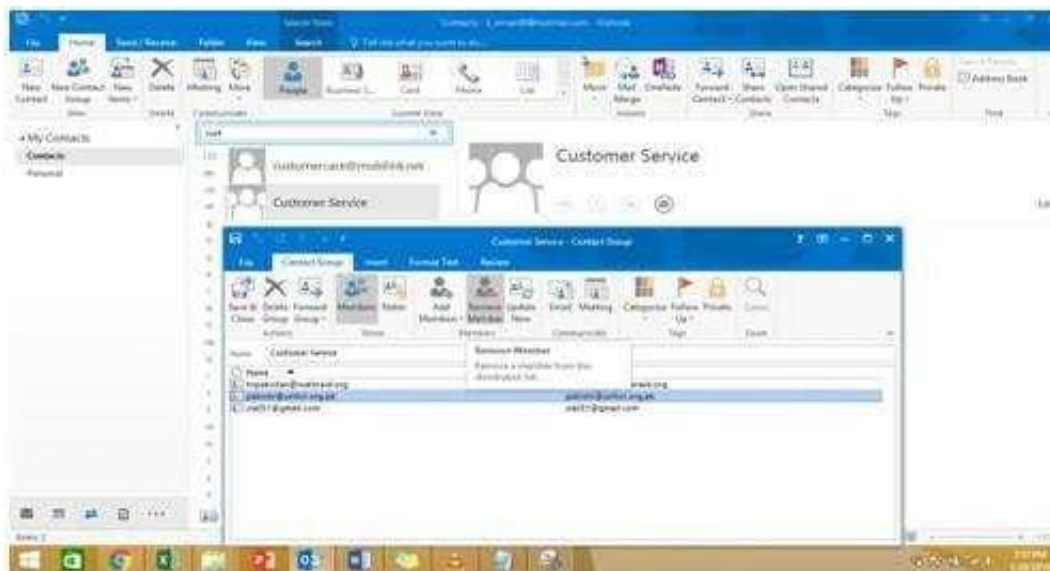


Remove '\\\\Kim Ralls\\\' and '\\\\Toby Nixon\\\' from Design\\\' contact group. Saves and close the contact group.



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



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