77-731 Q&As

Outlook 2016 Core Communication, Collaboration and Email Skills

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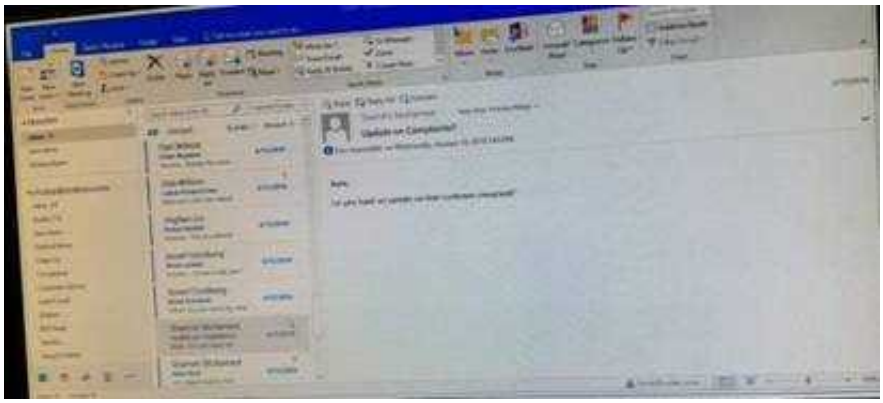
QUESTION 1

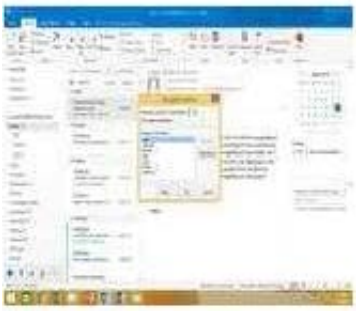
Reset the navigation pane buttons to the default settings.



Correct Answer: See below for solution.

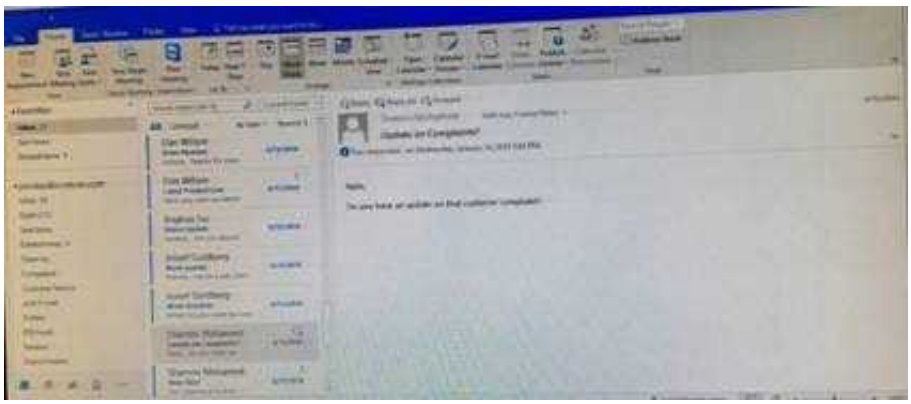
On the Navigation Bar, click …

Click navigation options then click on Reset



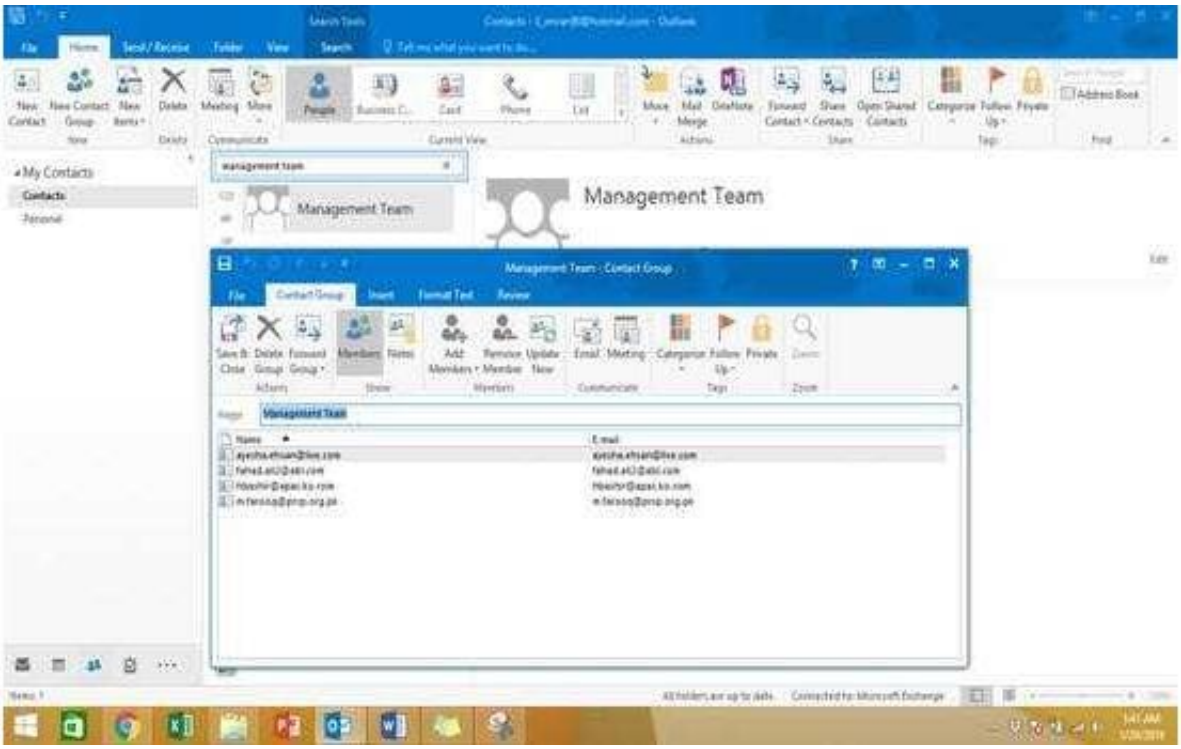
QUESTION 2

Add the contact \\'\\'Dan Wilson" to the \\'\\'Management Team\\'\\' contact group. Save and close the contact group.



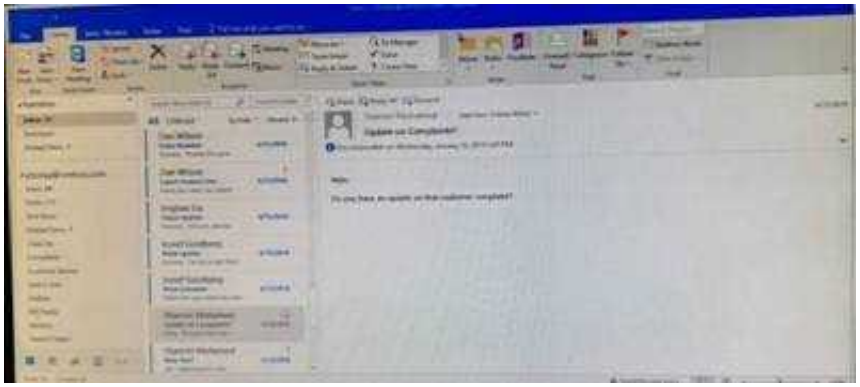
Correct Answer: See below for solution.

•Search the “management team” contact group Double click the contact group Click Add Members and then select the desired list and search and add members



QUESTION 3

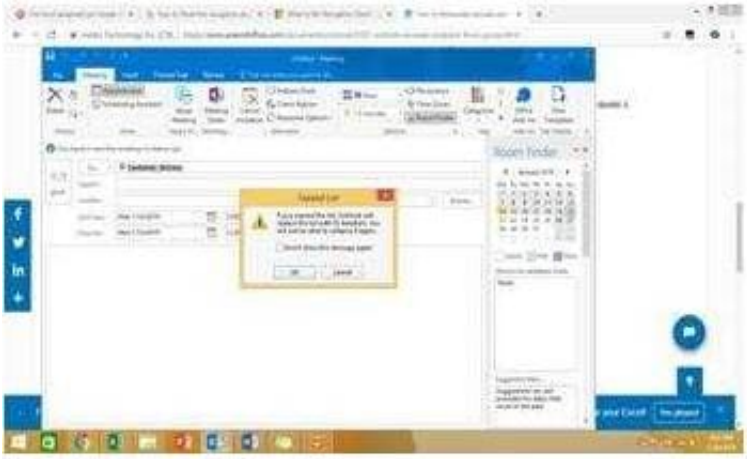
On the Calendar, locate the \\'\\'Team Review\\'\\' meeting that occurs on Thursday. Add all members of the \\'\\'Customer Service" group, except \\'\\'Andy Teal\\'\\', to the meeting as required attendees. Make \\'\\'Andy Teal\\'\\' an optional attendee. Send an invitation to all attendees.



Correct Answer: See below for solution.

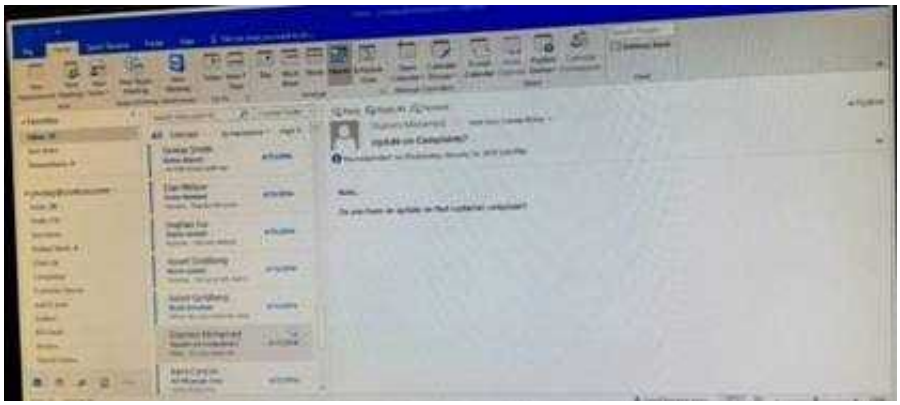
Locate the \\'\\'Team Review\\'\\' meeting in calendar and double click to open it.

Select the customer service group and then click on + sign. On the Expand list box click on ok. Select and delete \\'\\'Andy Teal\\'\\' and put it in Optional attendees.



QUESTION 4

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



Correct Answer: See below for solution.

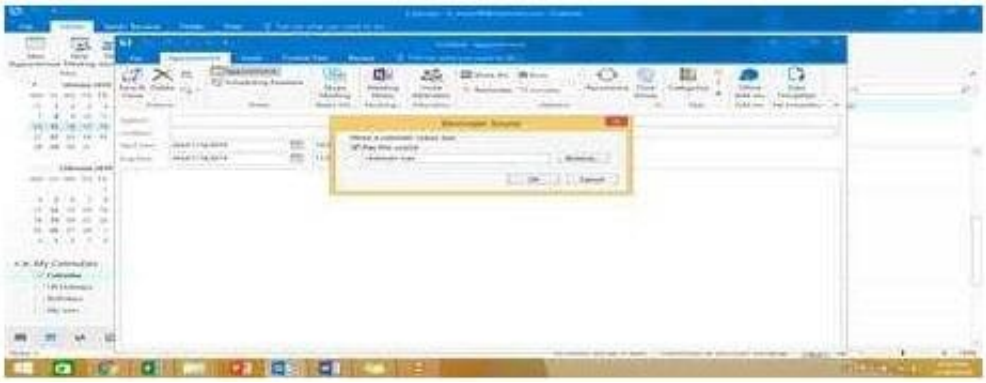
File – open and export – Import/Export Import from another program or file Comma separated values Locate the file and import

QUESTION 5

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"



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