

# 77-731<sup>Q&As</sup>

Outlook 2016 Core Communication, Collaboration and Email Skills

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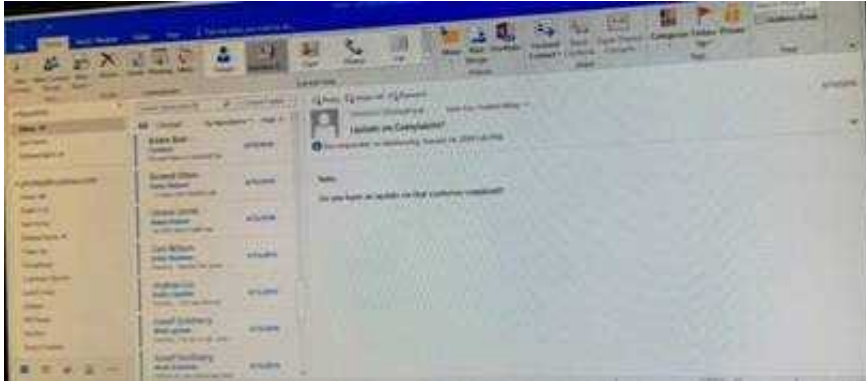
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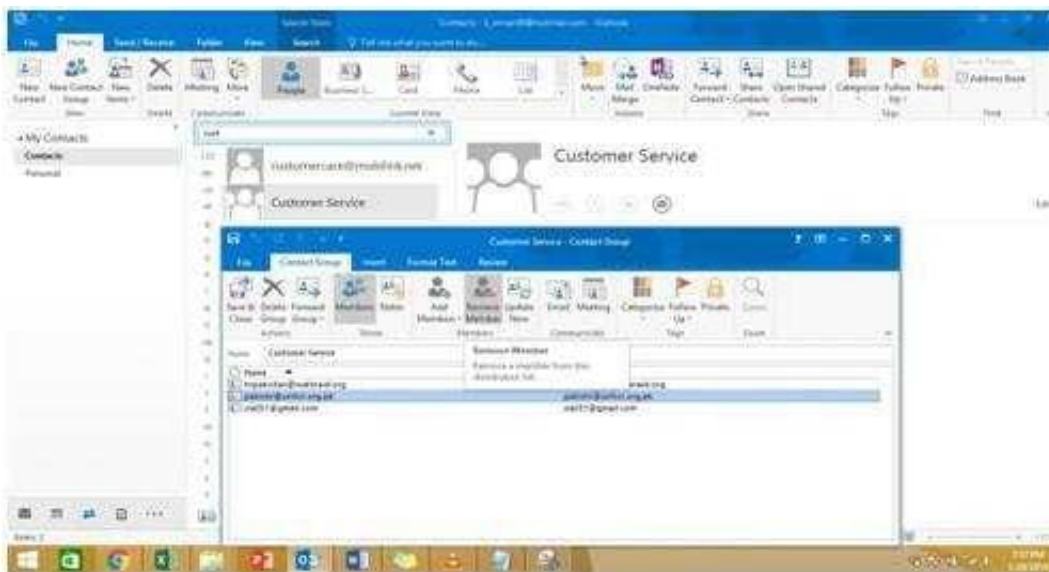
**QUESTION 1**

Remove Kim Ralls and Toby Nixon from Design contact group. Save and close the contact group.



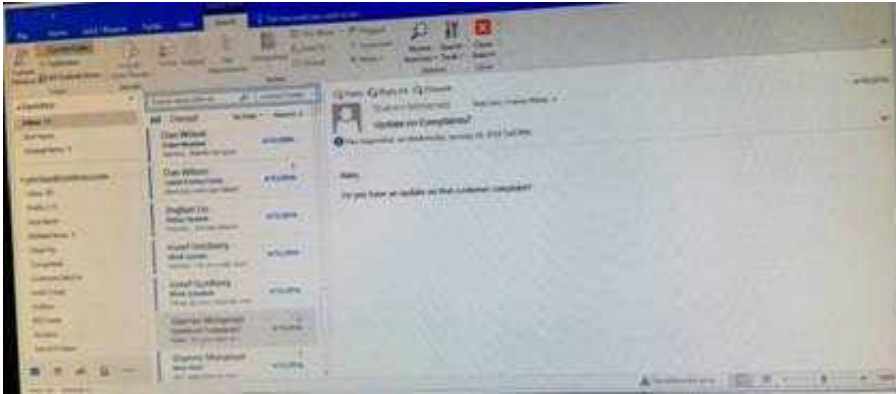
Correct Answer: See below for solution.

Search the contact group. Select the Kim Ralls and Toby Nixon contacts and remove them one by one. Save and close the contact group.



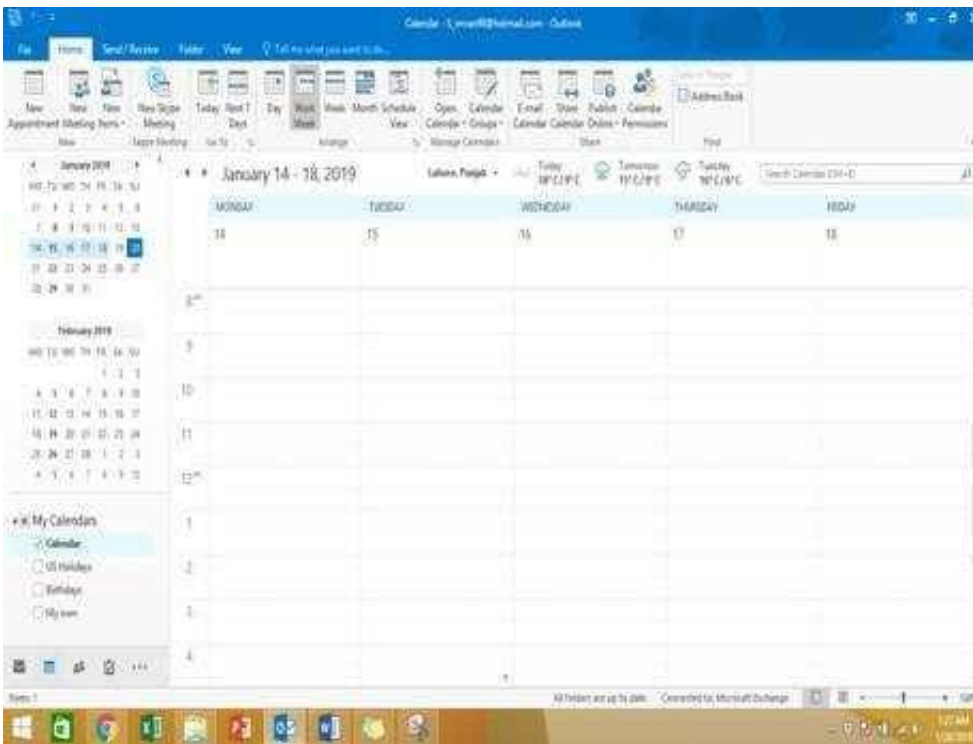
**QUESTION 2**

Display the Calendar, Configure the view to display the schedule for the current work week.



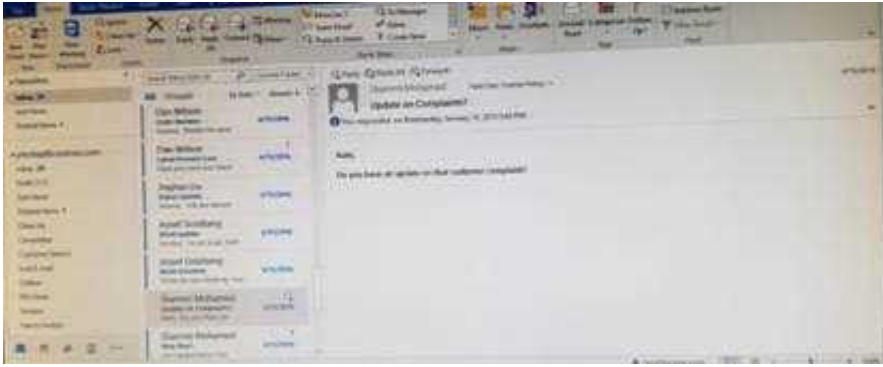
Correct Answer: See below for solution.

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



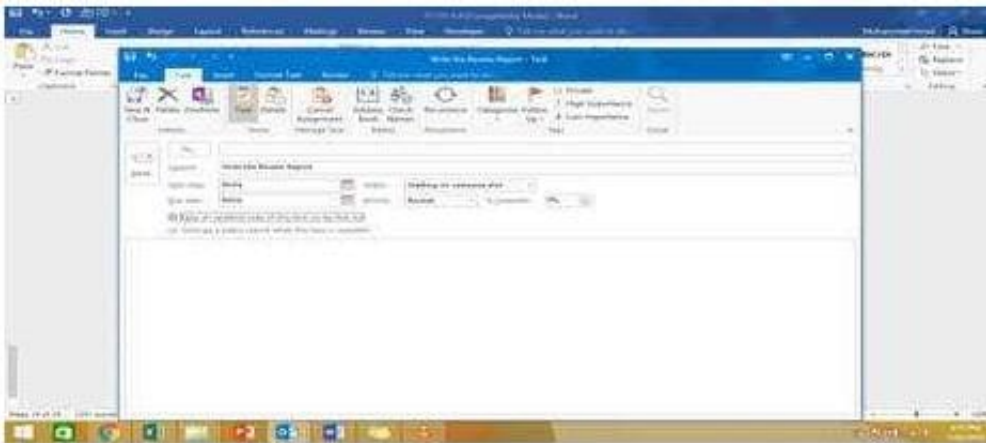
**QUESTION 3**

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.



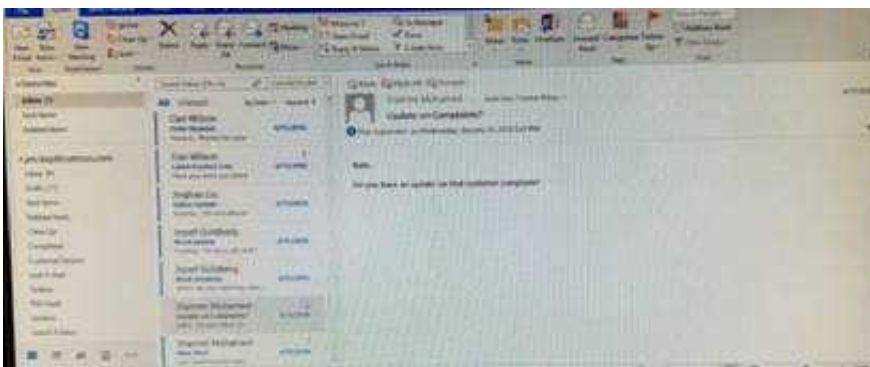
Correct Answer: See below for solution.

Click on the tasks on the navigation pane and locate the '\\\\Write the Review Report\\\' task. Click on assign the task option. Select '\\\\Kim Ralls\\\' and use the following options.



#### 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.



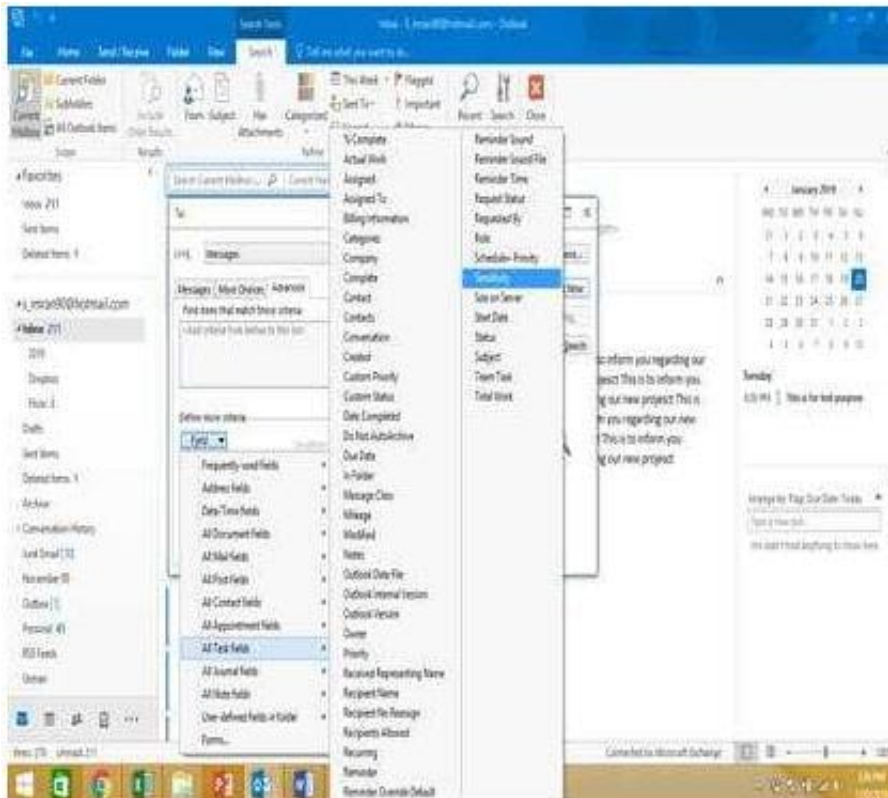
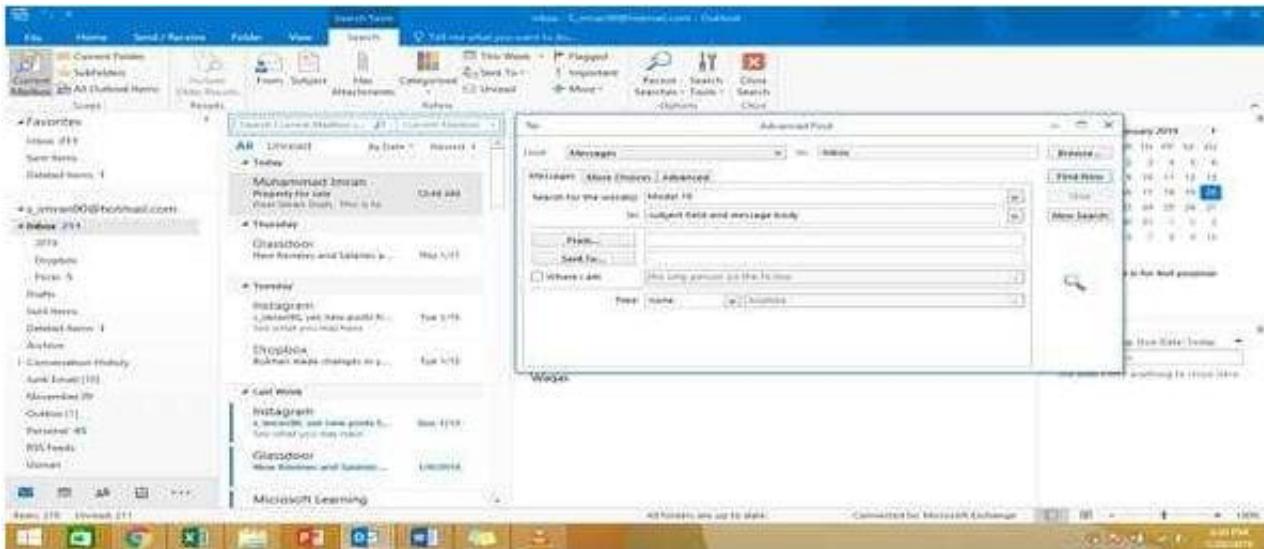
Correct Answer: See below for solution.

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

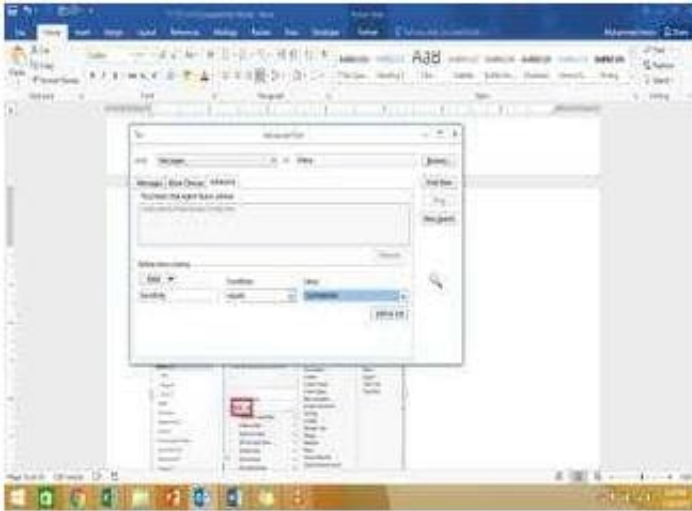




In the “Advanced Find” box give the desired criteria Go to “Advanced” tab and click on “Field option – All task fields – Sensitivity”

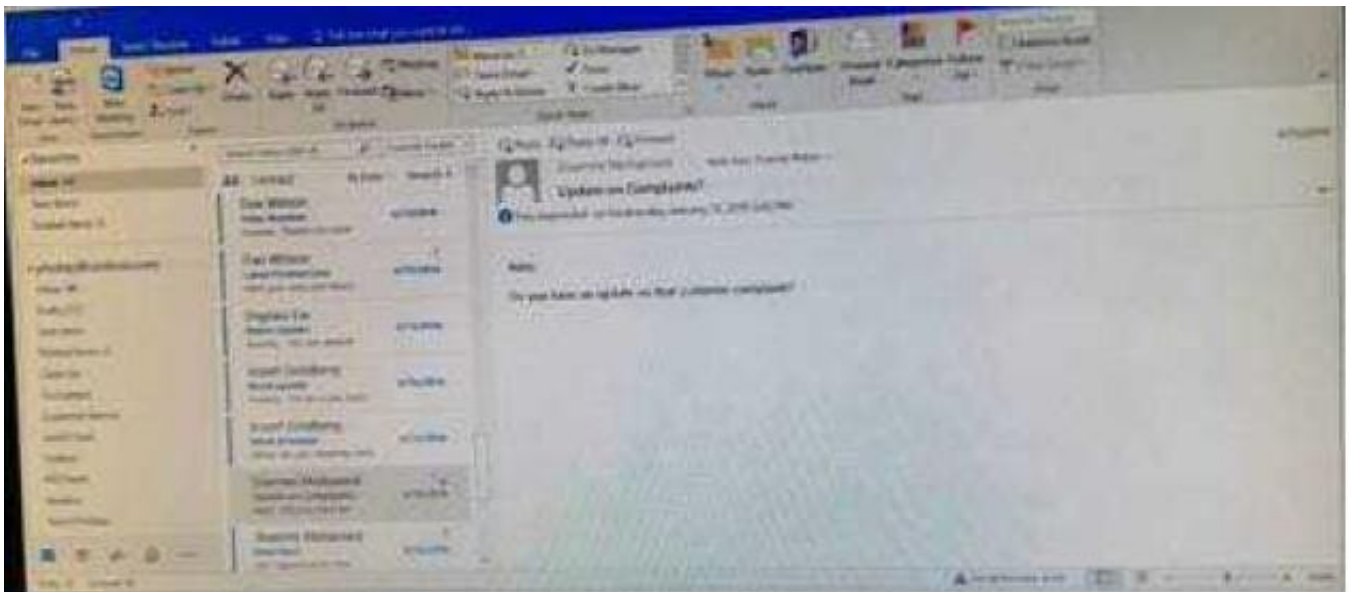


Give the criteria and add to list. Find the message, delete and close the box



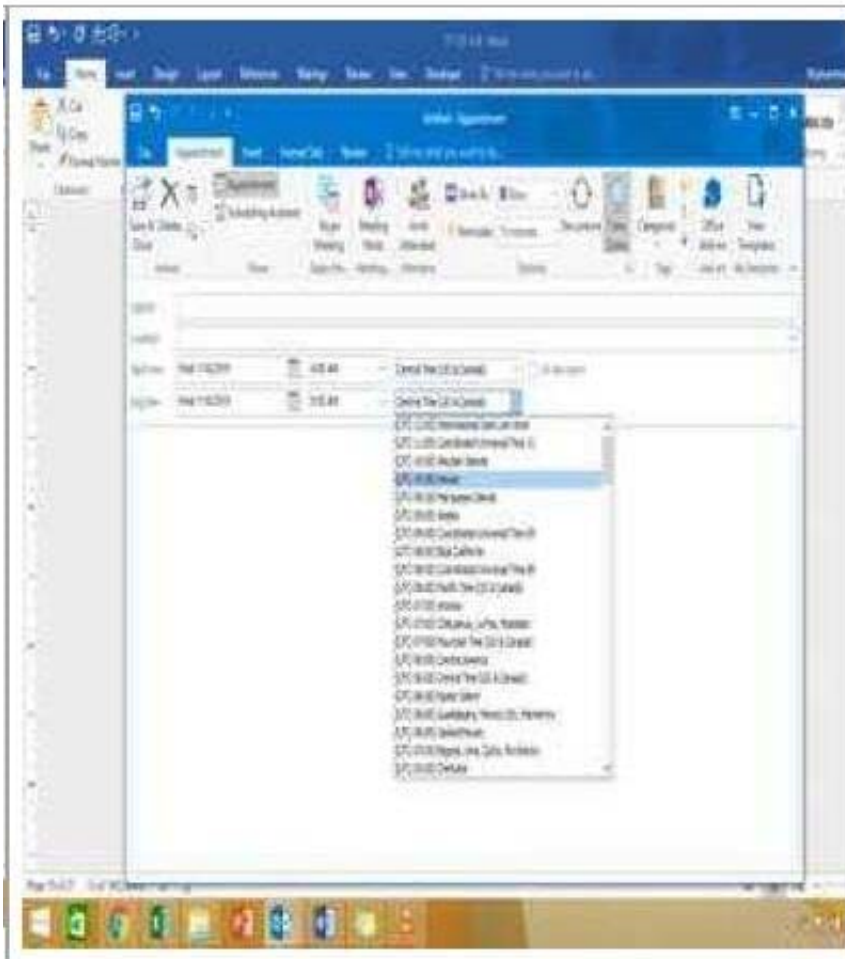
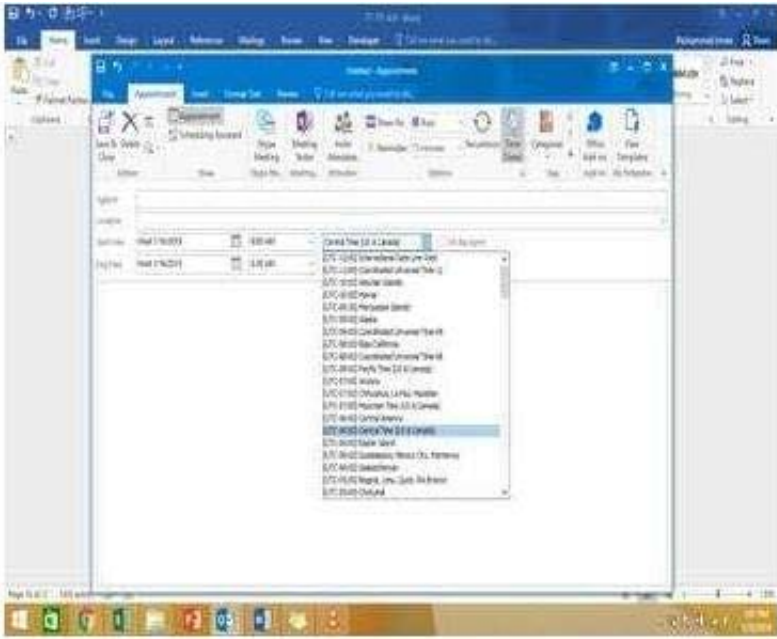
**QUESTION 5**

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 Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.



Correct Answer: 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.



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