

77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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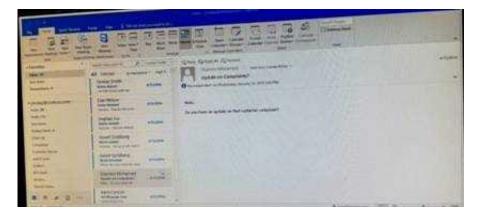
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QUESTION 1

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



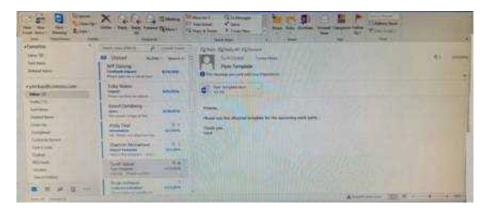
Correct Answer: See below for solution.

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



QUESTION 2

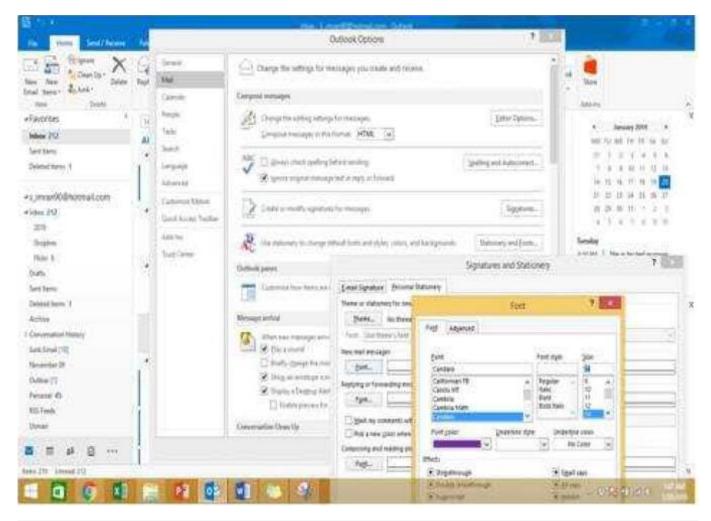
Configure Outlook to set the default font for new email messages to Purple 14-point Candara.



Correct Answer: See below for solution.

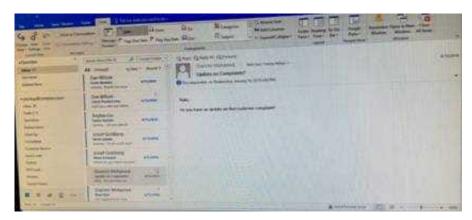


GO to File -Options -Mail -Stationary and fonts -personal stationary tab -New email messages



QUESTION 3

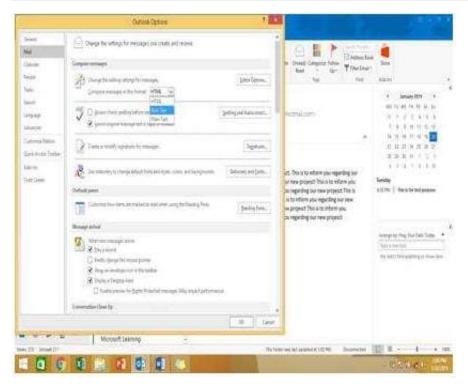
Configure Outlook to compose all outgoing messages in Rich Text format.



Correct Answer: See below for solution.

File -options -mail -select Rich Text





QUESTION 4

In the inbox, Locate the \\'\\'Update on Complaints?\\' message. From the message, create a meeting request that automatically includes the message content and invite all of the message recipients as attendees. Schedule the meeting to take place tomorrow, from 9:00 AM to 9:30 AM, in \\'\\'Garden; Send the meeting request.

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Correct Answer: See below for solution.

Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



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QUESTION 5

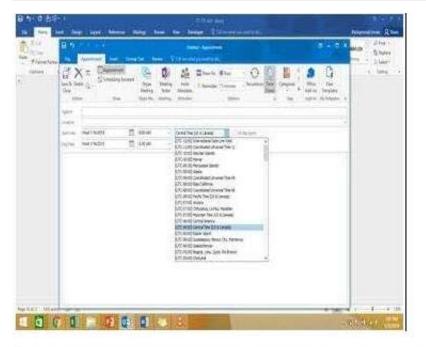
On the Calendar, locate the "Flight\\\\\ appointment that occurs on Friday. Change the time so that the appointment begins at 6:00 AM Central Time (US and Canada.) and ends at 9:30 Am Hawaii time. Do not change the date. Save and close the appointment.

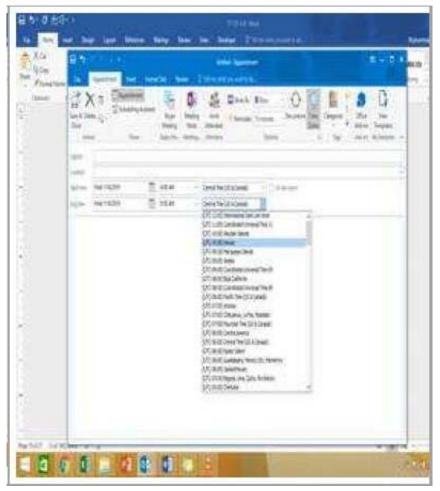
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Correct Answer: See below for solution.

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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