



77-731^{Q&As}

Outlook 2016 Core Communication, Collaboration and Email Skills

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QUESTION 1

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



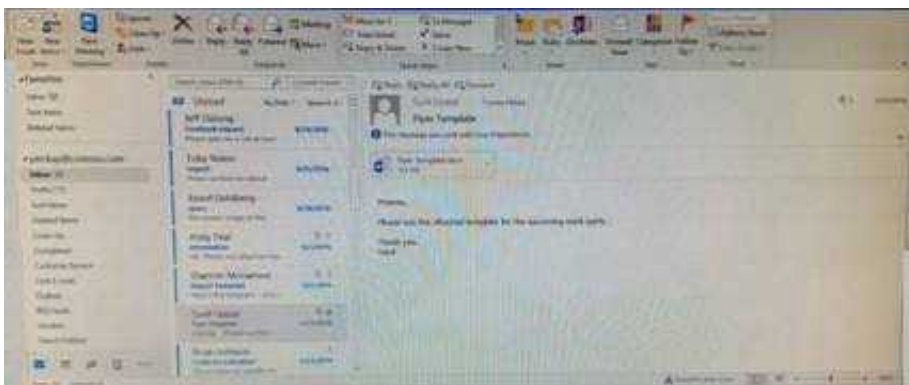
Correct Answer: See below for solution.

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



QUESTION 2

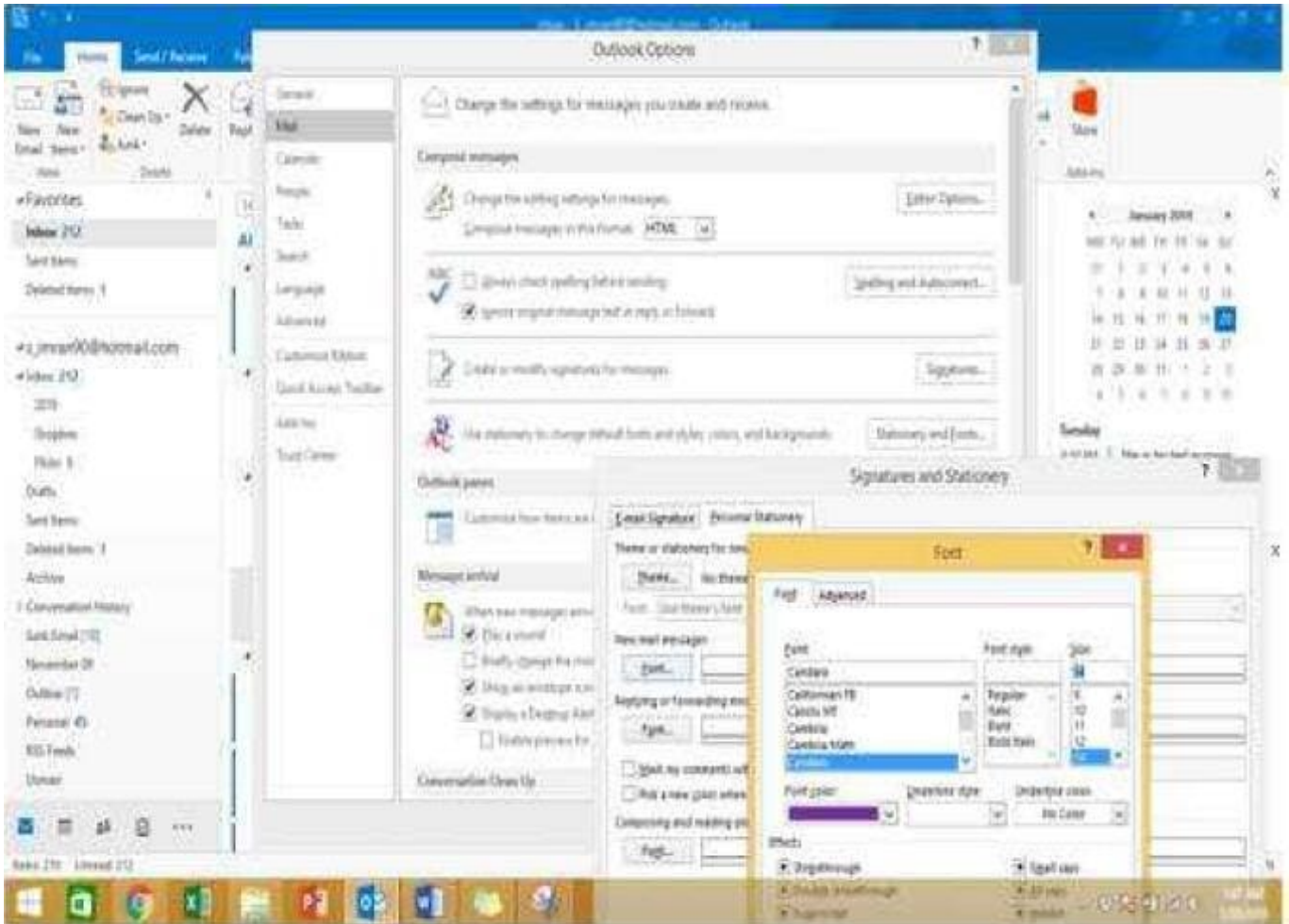
Configure Outlook to set the default font for new email messages to Purple 14-point Candara.



Correct Answer: See below for solution.

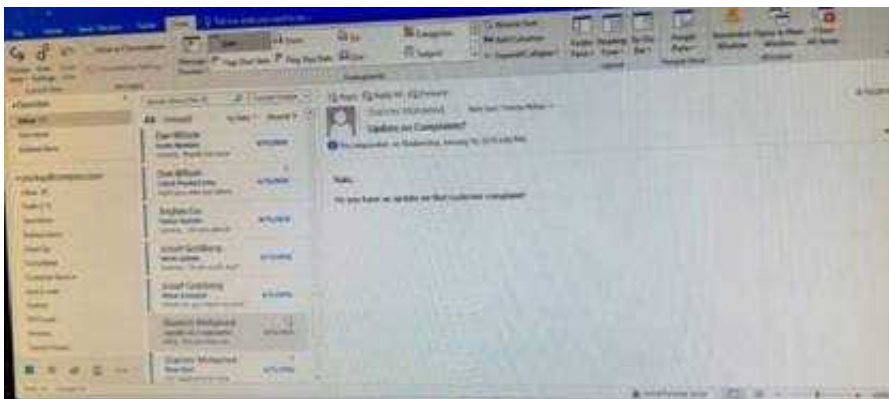


GO to File -Options -Mail -Stationary and fonts -personal stationary tab -New email messages



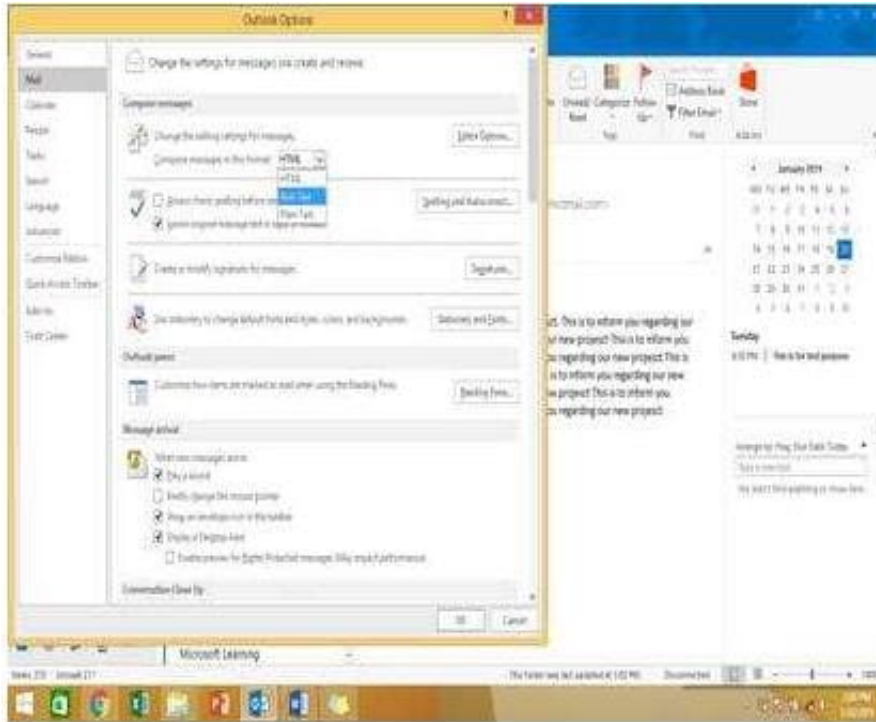
QUESTION 3

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



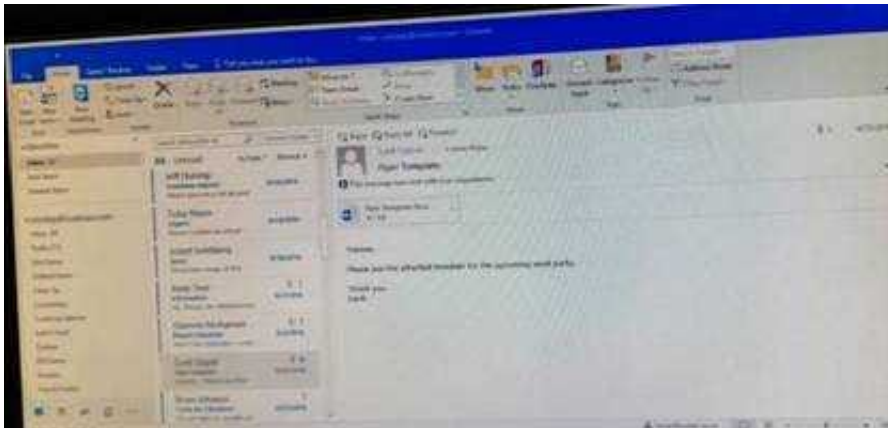
Correct Answer: See below for solution.

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.



Correct Answer: See below for solution.

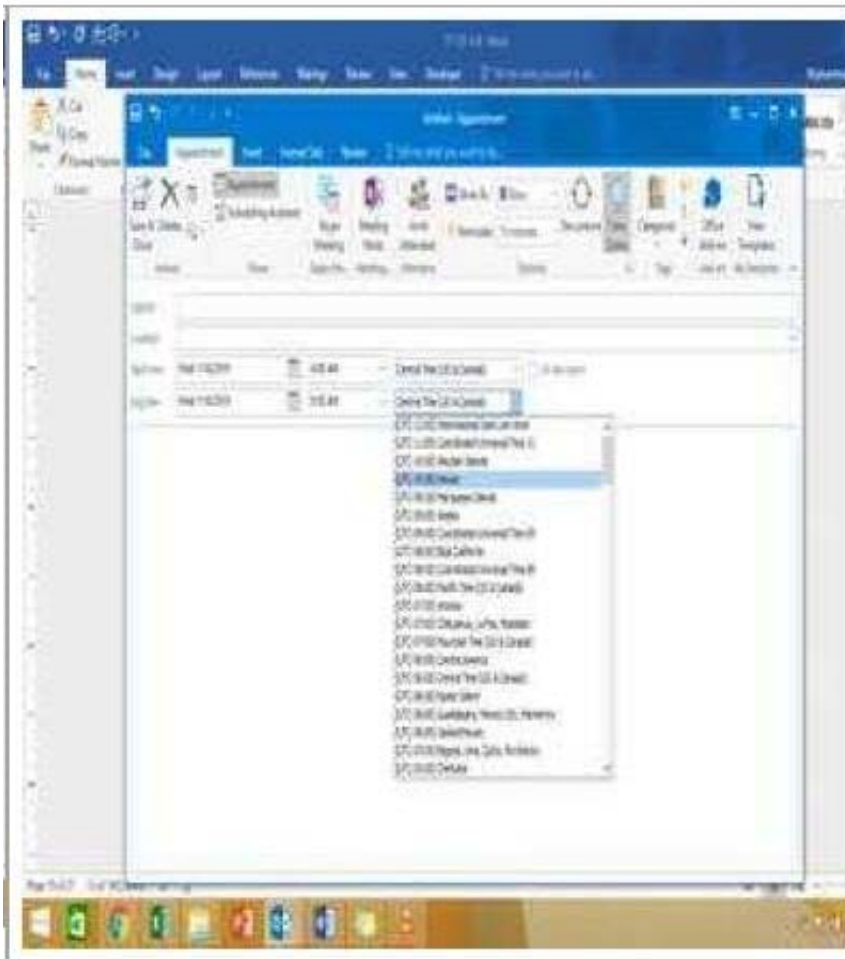
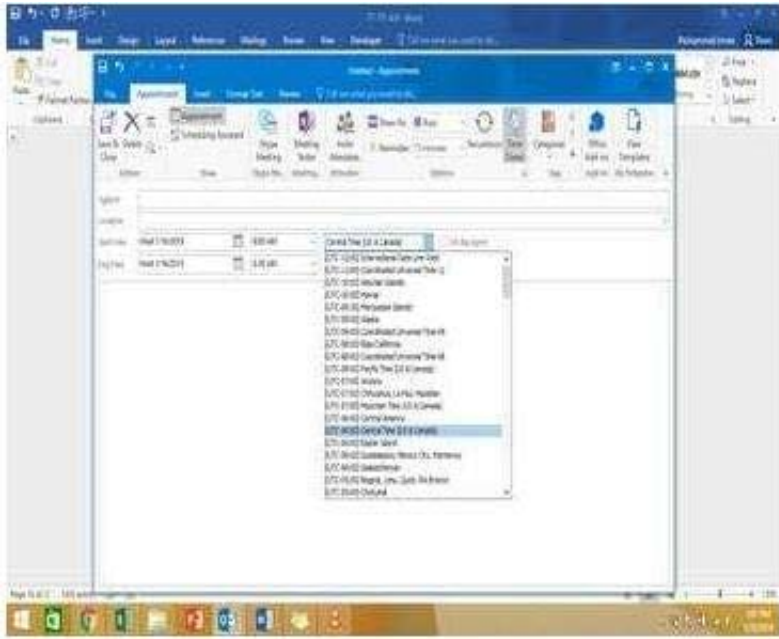
Locate the message-Click on "Meeting" in Home Tab -Change meeting time and include "Garden" in location



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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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