



77-731^{Q&As}

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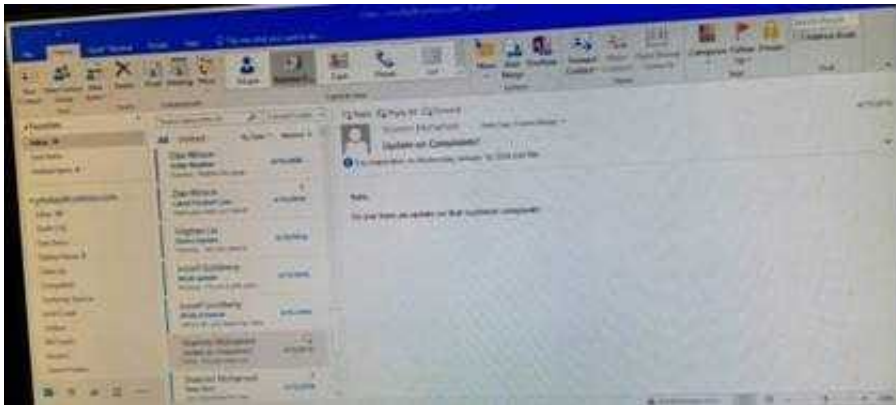
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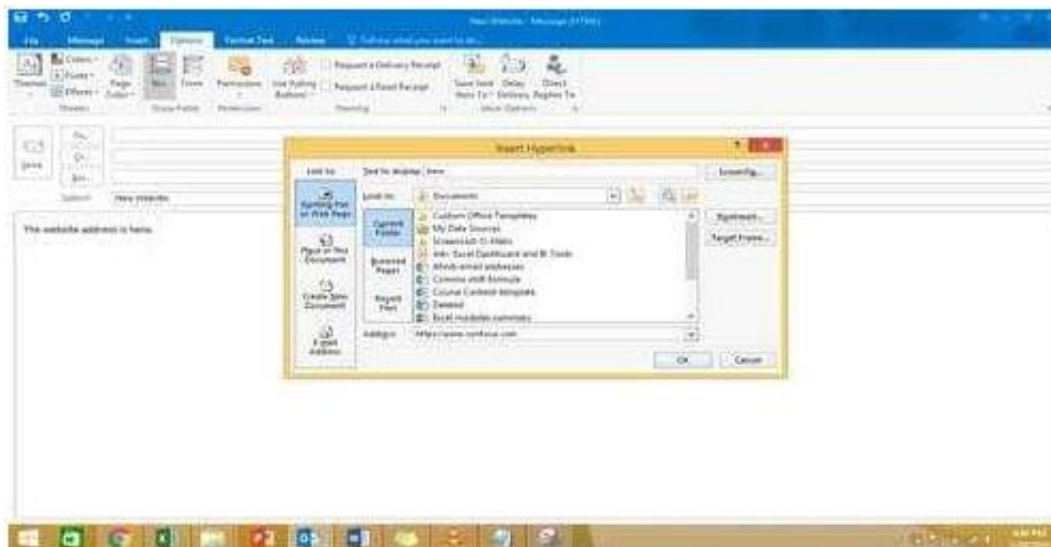
QUESTION 1

In the Drafts folder, open the "New Website" message. Insert a hyperlink on the word "here" that links to <https://www.contoso.com>. Send the message.



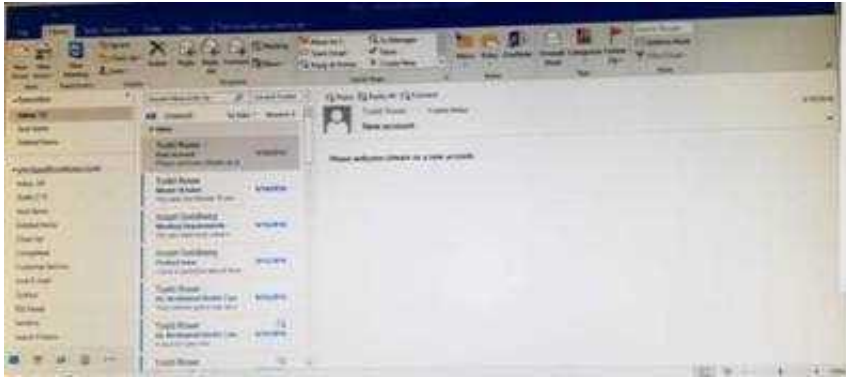
Correct Answer: See below for solution.

Open the message. Right click on the word "here", press Ctrl+k short key. Enter the website address, ok and send the message.



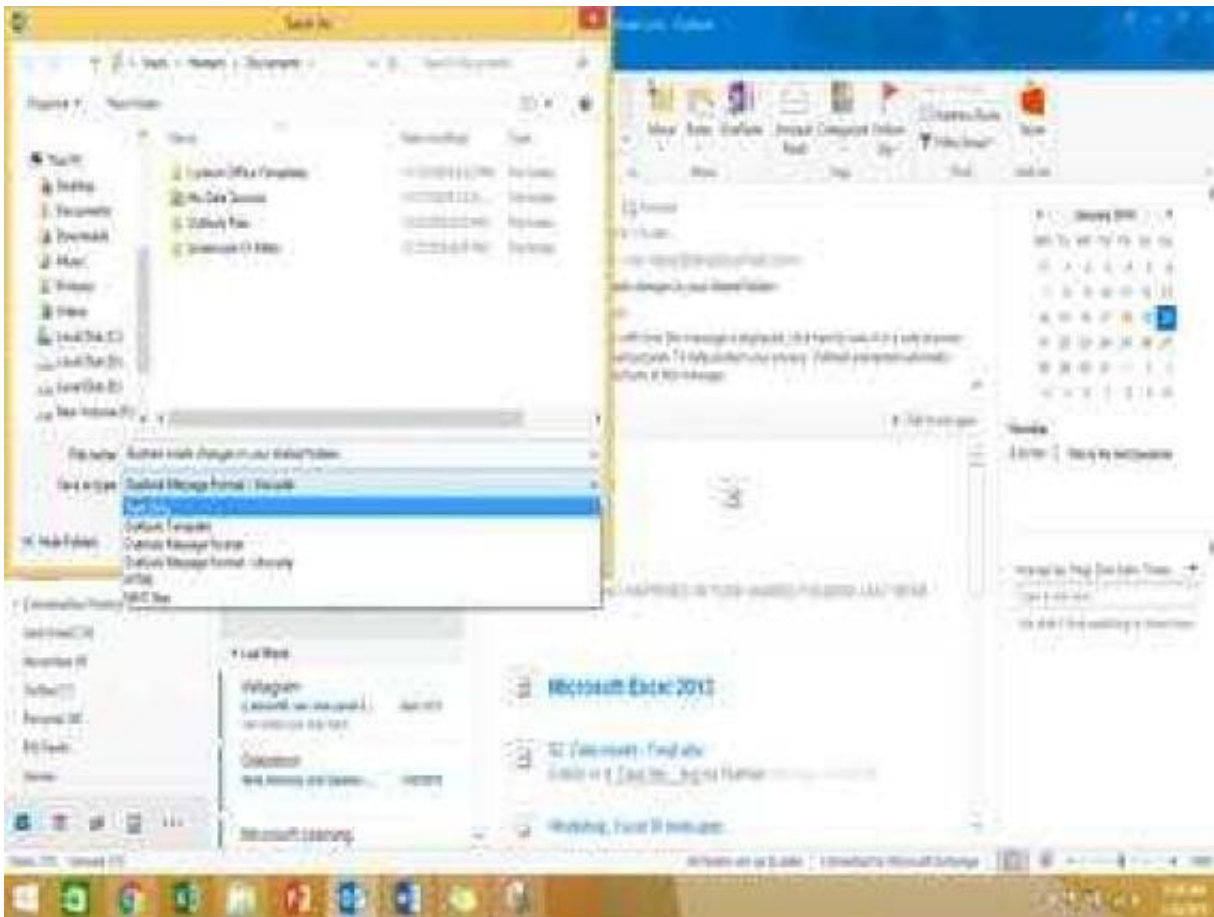
QUESTION 2

In the inbox locate the "Flyer Template" message. Save the message to the Documents folder as a text file. Use default file name.



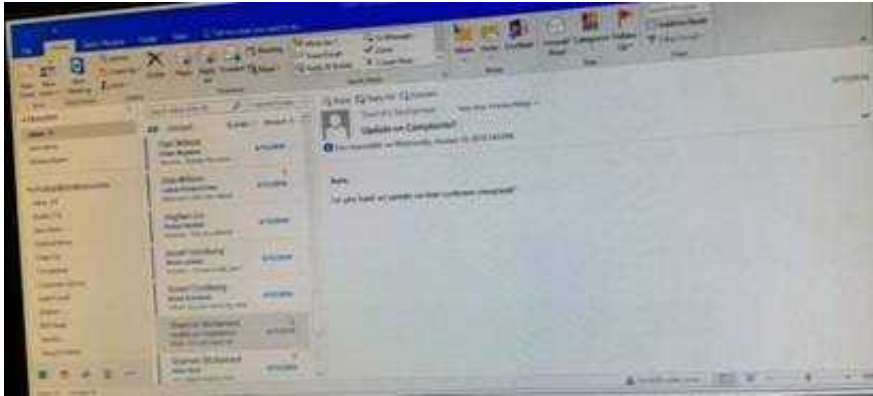
Correct Answer: See below for solution.

Tap to select the message, go to File -Save As and select "Text Only" in Save As type



QUESTION 3

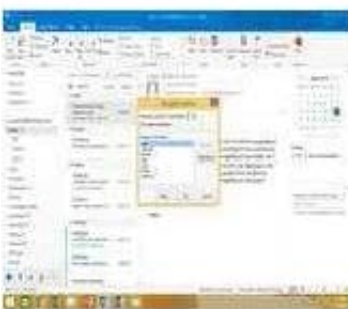
Reset the navigation pane buttons to the default settings.



Correct Answer: See below for solution.

On the Navigation Bar, click ...

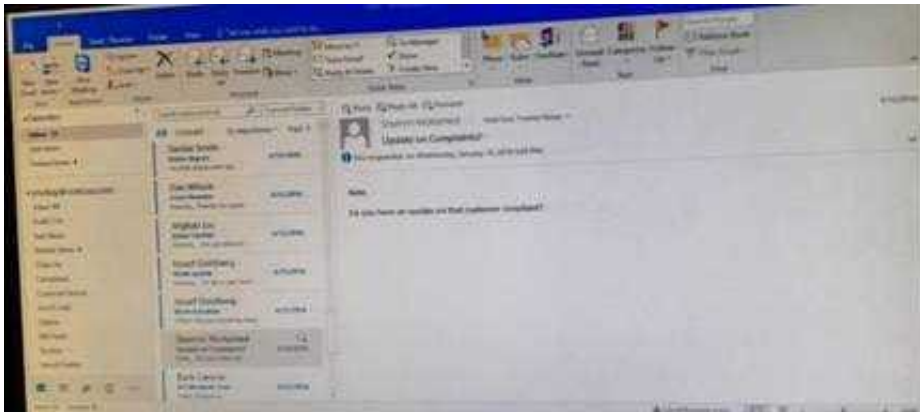
Click navigation options then click on Reset





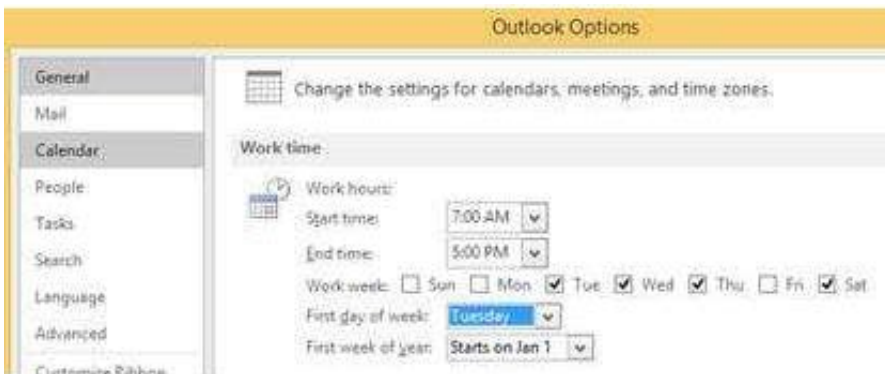
QUESTION 4

Configure the work week to include working hours from 7:00 AM to 5:00 PM on Tuesday, Wednesday, Thursday and Saturday. Set the first day of the week to Tuesday.



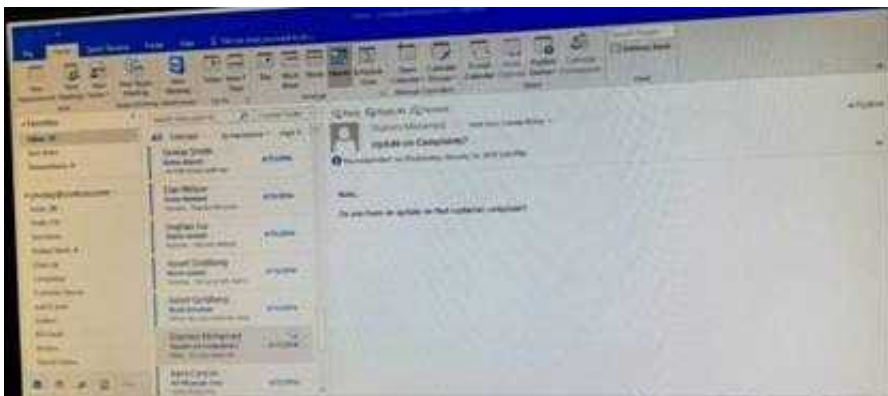
Correct Answer: See below for solution.

File – options – Calendar – Work week, then select the following options



QUESTION 5

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



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