Microsoft

77-731 Exam

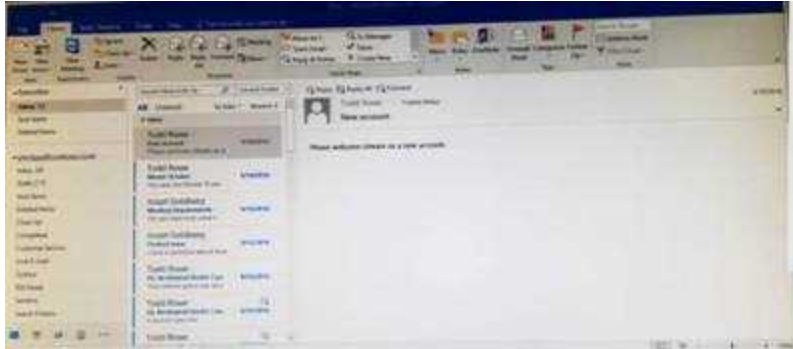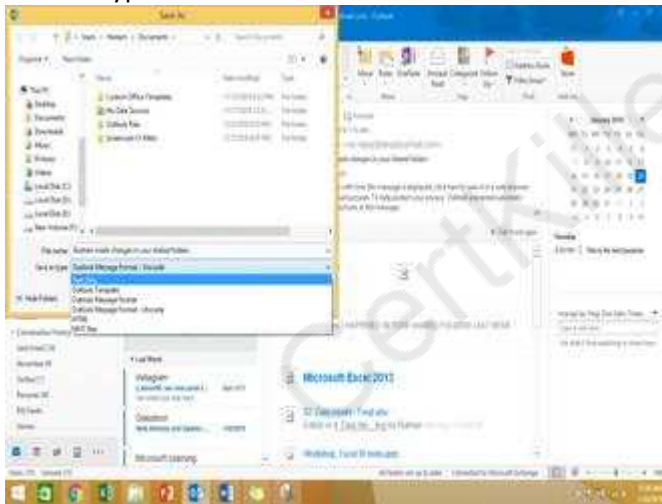**Outlook 2016: Core Communication, Collaboration and Email Skills Exam**

Version: 8.0

Question: 1

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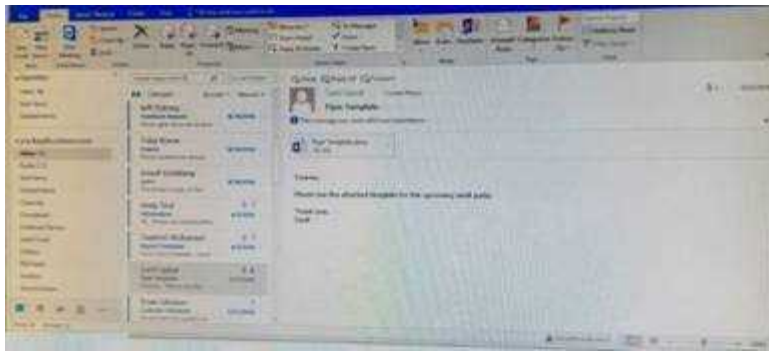

A. See below for solution.Tap to select the message, go to File – Save As and select "Text Only" in Save As type

Answer: A

Question: 2

Mark the ''Flyer Template'' message as Do not forward between today and tomorrow. Do not set a reminder.
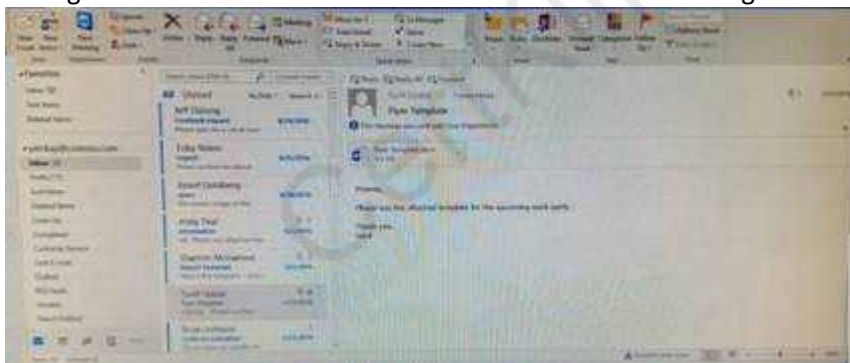
A. See below for solution.

| Start date	Can be a number, date or text information, such as "Jan 30"or "Sometime soon."Not used by Project to Help schedule the project if value is not in a recognizable format for time.	Only date information can be used. However, you can use values "today" and "tomorrow," which Project reserves for automatically scheduled tasks.
Finish date	Can be a date or text information, such as "Jan 30"or "Sometime soon."Not used by Project to Help schedule the project.	Only date information can be used. However, you can use values "today" and "tomorrow," which Project reserves for automatically scheduled tasks.

Answer: A

Question: 3

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

A. See below for solution.GO to File – Options – Mail – Stationary and fonts – personal stationary tab – New email messages
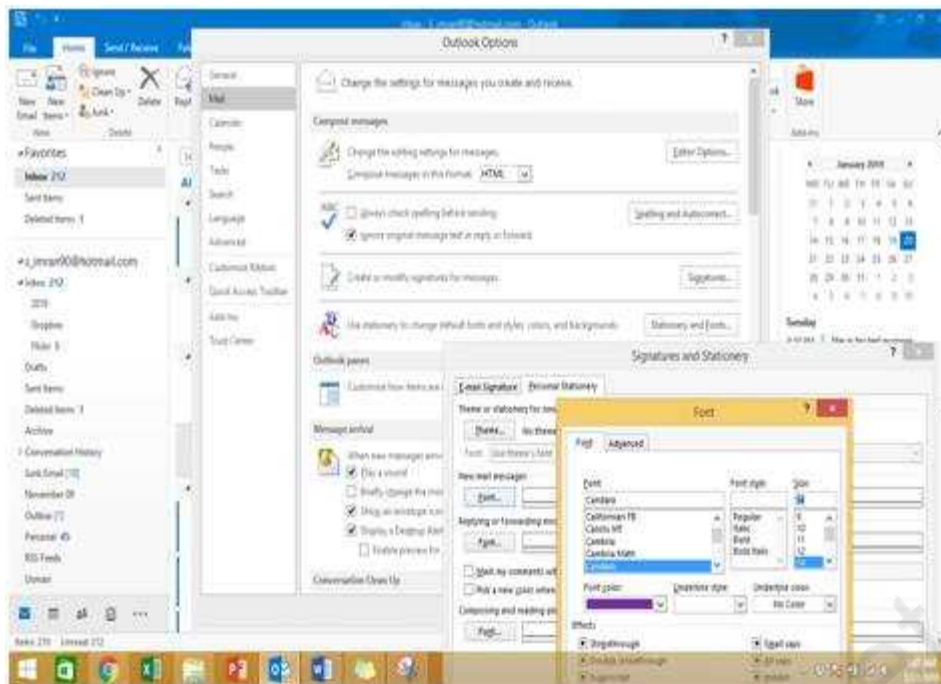
Answer: A

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