

# uCertify

## Microsoft Outlook 2016 (77-731)



Lesson



Practice test

8. 1 Getting Started with Outlook 2016
- 2 Formatting Messages
- 3 Working with Attachments and Illustrations
- 4 Customizing Message Options
- 5 Organizing Messages
- 6 Managing Your Contacts
- 7 Working with the Calendar
- 8 Working with Tasks and Notes
- 9 Appendix A: Microsoft Office Outlook 2016 Exam 77-731
- 10 Appendix B: Microsoft Outlook 2016 Common Keyboard Shortcuts
- 11 Mastery Builders
- 12 Modifying Messages and Setting Global Options
- 13 Organizing, Searching, and Managing Messages
- 14 Managing Your Mailbox
- 15 Automating Message Management
- 16 Working with Calendar Settings
- 17 Managing Contacts
- 18 Managing Activities by Using Tasks
- 19 Sharing Workspaces with Others
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We have an updated version of this course, please check out the [Microsoft Outlook 2019](#) course!

Prepare for Microsoft Outlook 2016: 77-731 exam with Microsoft Office Outlook 2016 course. The course covers all the objectives of the Microsoft 77-731 exam that include managing messages, schedules, contacts and groups, and Outlook environment for productivity, formatting messages, customizing message options, working with tasks, notes, contacts, and calendar, automating message management, and so on. The course is designed to provide expertise for MS Outlook 2016 exam.

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## 10

### 1: Getting Started with Outlook 2016

- TOPIC A: Navigate the Outlook Interface
- TOPIC B: Work with Messages
- TOPIC C: Access Outlook Help
- Summary

## 2: Formatting Messages

- TOPIC A: Add Message Recipients
- TOPIC B: Check Spelling and Grammar
- TOPIC C: Format Message Content
- Summary

## 3: Working with Attachments and Illustrations

- TOPIC A: Attach Files and Items
- TOPIC B: Add Illustrations to Messages
- TOPIC C: Manage Automatic Message Content
- Summary

## 4: Customizing Message Options

- TOPIC A: Customize Reading Options
- TOPIC B: Track Messages
- TOPIC C: Recall and Resend Messages
- Summary

## 5: Organizing Messages

- TOPIC A: Mark Messages
- TOPIC B: Organize Messages Using Folders
- Summary

## 6: Managing Your Contacts

- TOPIC A: Create and Edit Contacts
- TOPIC B: View and Print Contacts
- Summary

## 7: Working with the Calendar

- TOPIC A: View the Calendar
- TOPIC B: Create Appointments
- TOPIC C: Schedule Meetings
- TOPIC D: Print the Calendar
- Summary

## 8: Working with Tasks and Notes

- TOPIC A: Create Tasks

- TOPIC B: Create Notes
  
- Summary

## 9: Appendix A: Microsoft Office Outlook 2016 Exam 77-731

## 10: Appendix B: Microsoft Outlook 2016 Common Keyboard Shortcuts

## 11: Mastery Builders

- Mastery Builder 1-1: Using Outlook Help
  
- Mastery Builder 2-1: Composing and Formatting an Email
  
- Mastery Builder 3-1: Sending an Email with Attached Files and Inserted Pictures
  
- Mastery Builder 4-1: Enabling Message Preview and Conversations
  
- Mastery Builder 5-1: Organizing your Messages
  
- Mastery Builder 6-1: Creating Contacts
  
- Mastery Builder 7-1: Managing Recurring Calendar Entries
  
- Mastery Builder 8-1: Forwarding a Note

## 12: Modifying Messages and Setting Global Options

- TOPIC A: Insert Advanced Characters and Objects
  
- TOPIC B: Modify Message Settings and Options



- TOPIC C: Configure Global Outlook Options
- TOPIC D: Customize the Outlook Interface
- Summary

### 13: Organizing, Searching, and Managing Messages

- TOPIC A: Group and Sort Messages
- TOPIC B: Filter and Manage Messages
- TOPIC C: Search Outlook Items
- Summary

### 14: Managing Your Mailbox

- TOPIC A: Use the Junk E-Mail Filter to Manage Messages
- TOPIC B: Manage Your Mailbox
- Summary

### 15: Automating Message Management

- TOPIC A: Use Automatic Replies
- TOPIC B: Use the Rules Wizard to Organize Messages

- TOPIC C: Create and Use Quick Steps
- Summary

## 16: Working with Calendar Settings

- TOPIC A: Set Advanced Calendar Options
- TOPIC B: Create and Manage Additional Calendars
- TOPIC C: Manage Meeting Responses
- Summary

## 17: Managing Contacts

- TOPIC A: Import and Export Contacts
- TOPIC B: Use Electronic Business Cards
- TOPIC C: Forward Contacts
- Summary

## 18: Managing Activities by Using Tasks

- TOPIC A: Assign and Manage Tasks
- Summary

## 19: Sharing Workspaces with Others

- TOPIC A: Delegate Access to Outlook Folders
- TOPIC B: Share Your Calendar
- TOPIC C: Share Your Contacts
- Summary

## 20: Managing Outlook Data Files

- TOPIC A: Use Archiving to Manage Mailbox Size
- TOPIC B: Back Up Outlook Items
- TOPIC C: Change Data File Settings
- Summary

## 21: Appendix A: Microsoft Office Outlook 2016 Exam 77-731

## 22: Appendix B: Configuring Email Message Security Settings

- TOPIC A: Configure Email Message Security Settings

## 23: Appendix C: Microsoft Outlook 2016 Common Keyboard Shortcuts

## 24: Mastery Builders

- Mastery Builder 1-1: Customizing the Ribbon

- Mastery Builder 2-1: Using Advanced Find
- Mastery Builder 3-1: Adding to the Safe Senders List
- Mastery Builder 4-1: Configuring an Automatic Reply Rule
- Mastery Builder 5-1: Creating a Move Messages Rule
- Mastery Builder 6-1: Exporting a Contact
- Mastery Builder 7-1: Assigning a Task to Yourself
- Mastery Builder 8-1: Sharing Your Workspaces with Another User
- Mastery Builder 9-1: Managing a Data File

## 25: Appendix D: Videos

22  
VIDEOS

06:40  
HOURS

35  
PRE-ASSESSMENTS  
QUESTIONS

2  
FULL LENGTH TESTS

35  
POST-ASSESSMENTS  
QUESTIONS

12 



support@ucertify.com

