

Download Outlook Study Guide Answers

The _____ is a central location for managing Outlook items. When you click it, Outlook displays a menu containing a list of commands. MOS 2013 Study Guide for Microsoft Outlook Published: October 2013

Demonstrate your expertise with Outlook! Practice and prepare for the 2013 Outlook Microsoft Office Specialist (MOS) exam, with this all-in-one study guide. Click 'People' at the bottom of the screen. In the 'New' drop-down... Right-click the name, and click 'Add to Outlook Contacts'. 'File > Open & Export > Import/Export > Import from another pr... Save your Excel workbook of contacts as a .CSV file.... Add a contact from scratch Click 'People' at the bottom of the screen. Exam 77-731 Outlook 2016: Core Communication, Collaboration and Email Skills. To create any item from any module ? On the Home tab, in the New group, click the New Items button, and then click the type of item you want to create. ? Press Ctrl+Shift+M to create a message. ? Press Ctrl+Shift+A to create an appointment.