

Outlook 2016: fundamentos de habilidades de comunicación, colaboración, y correo electrónico; examen 77-731

El examen 77-731 de Outlook 2016 evalúa las habilidades de comunicación, colaboración y correo electrónico. Incluye temas como configurar reglas de correo, administrar calendarios, configurar reuniones, personalizar el entorno de Outlook y administrar contactos. El examen también evalúa la capacidad de personalizar Outlook para mejorar la productividad y la colaboración.

Los exámenes de certificación MOS 2016 presentan un nuevo formato basado en el desempeño para una evaluación mejorada del conocimiento, competencias, y habilidades del candidato al usar los programas de MOS 2016:

- Las instrucciones de tarea del examen MOS 2016 no incluyen en general el nombre del comando como en versiones anteriores. Por ejemplo, se evitan los nombres de funciones, y se reemplazan con descriptores. Esto significa que los candidatos deben comprender el propósito y el uso común de la funcionalidad del programa para completar con éxito las tareas en cada uno de los proyectos.
- El formato de examen MOS incorpora varios proyectos.

Objective Domains

Manage the Outlook Environment for Productivity

- 1.1 Customize Settings**
 - 1.1.1 Customize reply messages
 - 1.1.2 Change text Formats for all outgoing messages
 - 1.1.3 Customize the Navigation Pane
 - 1.1.4 Configure reviews
 - 1.1.5 Manage multiple accounts
 - 1.1.6 Add an account
- 1.2 Print and Save Information**
 - 1.2.1 Print message, calendar, contact, or task information
 - 1.2.2 Save message attachments
 - 1.2.3 Preview attachments
 - 1.2.4 Save messages in alternate formats
 - 1.2.5 Export messages to a data file
- 1.3 Perform Search Operations in Outlook**
 - 1.3.1 Create new search folders
 - 1.3.2 Search for items in messages, tasks, contacts, or calendars
 - 1.3.3 Search by using advanced find
 - 1.3.4 Search by folder

La certificación Microsoft Office Specialist es la única certificación oficial de Microsoft reconocida a nivel global para Microsoft Office.

Microsoft
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Manage Messages

- 2.1 Configure Mail Settings**
 - 2.1.1 Set fonts for new messages and responses
 - 2.1.2 Create, assign, and modify signatures
 - 2.1.3 Create and manage rules
 - 2.1.4 Create automatic replies
 - 2.1.5 Create messages by using Quick Parts
 - 2.1.6 Configure junk e-mail and clutter settings
- 2.2 Create Messages**
 - 2.2.1 Create a message
 - 2.2.2 Add or remove message attachments
 - 2.2.3 Add cc and bcc to messages
 - 2.2.4 Add tracking and voting options
 - 2.2.5 Forward and reply to messages
 - 2.2.6 Request a delivery or read receipt
 - 2.2.7 Redirect replies
 - 2.2.9 Flag outgoing messages for follow up, importance, and sensitivity
 - 2.2.10 Recall a message
- 2.3 Format a Message**
 - 2.3.1 Format text
 - 2.3.2 Insert hyperlinks
 - 2.3.3 Apply themes and styles
 - 2.3.4 Insert images
 - 2.3.5 Add a signature to specific messages
- 2.4 Organize and Manage Messages**
 - 2.4.1 Sort messages
 - 2.4.2 Move messages between folders
 - 2.4.3 Add new local folders
 - 2.4.4 Apply categories
 - 2.4.5 Clean up messages
 - 2.4.6 Mark a message as read or unread
 - 2.4.7 Flag received messages
 - 2.4.8 Ignore messages
 - 2.4.9 Sort messages by conversation
 - 2.4.10 delete messages
 - 2.4.11 automate repetitive tasks by using Quick Steps
 - 2.4.12 Configure basic Auto Archive settings
 - 2.4.13 Delegate access

Manage Schedules

- 3.1 Create and Manage Calendars**
 - 3.1.1 Create and add calendars
 - 3.1.2 Adjust viewing details for calendars
 - 3.1.3 Modify calendar time zones
 - 3.1.4 Delete calendars
 - 3.1.5 Set calendar work times
 - 3.1.6 Manage multiple calendars
 - 3.1.7 Manage calendar groups
 - 3.1.8 Display multiple calendars
 - 3.1.9 Share calendars

Manage Schedules

- 3.2 Create Appointments, Meetings, and Events**
 - 3.2.1 Create calendar items
 - 3.2.2 Create recurring calendar items
 - 3.2.3 Cancel calendar items
 - 3.2.4 Create calendar items from messages
 - 3.2.5 Set calendar item times
 - 3.2.6 Setup meetings by using the scheduling assistant
 - 3.2.7 Set free or busy status for calendar items
 - 3.2.8 Schedule resources
 - 3.2.9 Setup meeting location by using Room Finder
- 3.3 Organize and Manage Appointments, Meetings, and Events**
 - 3.3.1 Set calendar item importance
 - 3.3.2 Forward calendar items
 - 3.3.3 Configure reminders
 - 3.3.4 Add participants
 - 3.3.5 Respond to invitations
 - 3.3.6 Update individual or recurring calendar items
 - 3.3.7 Share meeting notes
 - 3.3.8 Categorize calendar items
- 3.4 Create and Manage Notes and Tasks**
 - 3.4.1 Create and manage tasks
 - 3.4.2 Create and organizing notes

Manage Contacts and Groups

- 4.1 Create and Manage Contacts**
 - 4.1.1 Create a new contact
 - 4.1.2 Delete contacts
 - 4.1.3 Import contacts from external sources
 - 4.1.4 Edit contact information
 - 4.1.5 Attach an image to a contact
 - 4.1.6 Add tags to contacts
 - 4.1.7 Share contacts
 - 4.1.8 Create and manage address books
- 4.2 Create and Manage Contact Groups**
 - 4.2.1 Create new contact groups
 - 4.2.2 Add contacts to existing contact groups
 - 4.2.3 Add notes to a contact group
 - 4.2.4 Update contacts within contact groups
 - 4.2.5 Delete contact groups
 - 4.2.6 Delete contact group members