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Microsoft Outlook 2013

By Denise Seguin

EMC Paradigm,US, United States, 2014. Paperback. Book Condition: New. 274 x 211 mm. Language: English . Brand New Book. Paradigm s new Microsoft(R) Outlook 2013 Text teaches students to master the Outlook application by using an interactive, read-and-do approach. Students:* Learn by reading straightforward introductions to tools, commands, and skills supported by clear button images and screen visuals.* Apply what they learn by completing hands-on, step-by-step exercises.* Reinforce new knowledge by reading Quick Steps summaries in the margins.* Extend learning with interesting and relevant information provided in tips in the margin and in the new features listed below.* Review at the end of every chapter with Chapter Summaries and Features Summary charts.* Assess mastery of chapter skills with hands-on Skills Check exercises and Skills Check activities.NEW textbook features include:* Exchange Server notes describing what students will see if their version of Outlook is connected to a server running Microsoft Exchange Server* Outlook Web App features showing how tasks are accomplished in the Web app* features illustrating differences between the desktop version of Outlook and the online version.



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Reviews

Complete guide for publication fanatics. It is full of knowledge and wisdom You will not really feel monotony at at any time of your respective time (that's what catalogues are for about should you question me).

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