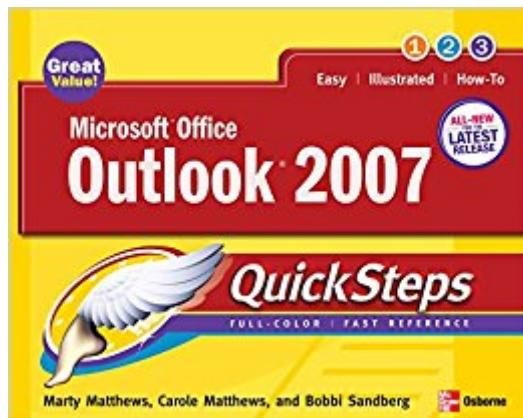


The book was found

# Microsoft Office Outlook 2007 QuickSteps



## **Synopsis**

Step-by-Step, Full-Color Graphics! Get started using Outlook 2007 right away--the QuickSteps way. Color screenshots and clear instructions show you how to use all the new and improved features. Follow along and learn to work with the new Office interface and ribbon; send, receive, and manage e-mail; enter contact information; schedule appointments; set up tasks; and use the Journal. You'll also find out how to manage files and folders, secure your e-mail, and block junk mail and spam. Plus, you can flip straight to the information you need easily using the color-coded tabs. Get the book that gets you started using Outlook 2007 in no time. In each chapter: Shortcuts for accomplishing common tasks; Need-to-know facts in concise narrative; Helpful reminders or alternate ways of doing things; Bonus information related to the topic being covered; Errors and pitfalls to avoid.

## **Book Information**

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## **Customer Reviews**

I purchased this book in September '10 and it came quickly through the mail. This book is very informative and very visual. It outlines all features in such a precise manner. I am very happy with this book and highly recommend this book. I am, also, ordering my 3rd book since my students love the book as well.

I teach Outlook at the local community college near my home in Dallas, Texas. I use this book to teach the class. My students love all the pictures, and the book is easy for them to follow along with. I, as a teacher, can skip around too, which makes my life easier! Some books must be read from start to finish; this book can be used that way, or, it can be used as a reference book and read in any order you like.

Very well written and informative but a little of it was hard to follow for me, but I'm a little tech challenged.

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