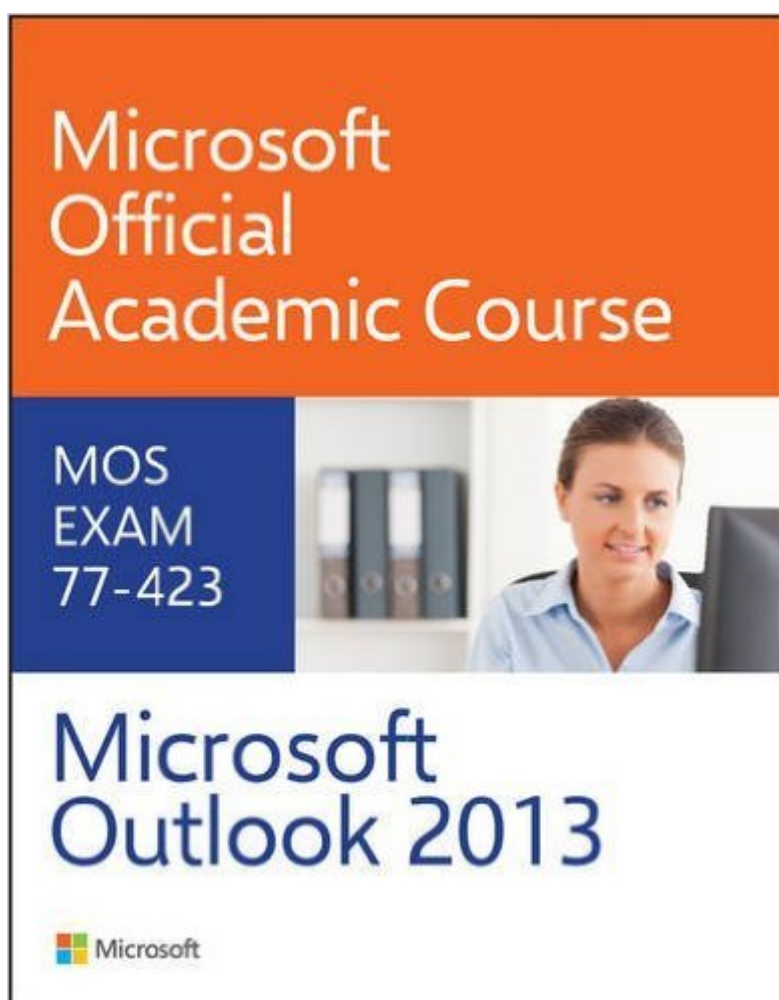


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77-423 Microsoft Outlook 2013



Synopsis

This Microsoft Outlook 2013, Exam 77-423 is the only Microsoft Official Academic Course (MOAC) textbook. This series includes a complete classroom instructional program. This Outlook 2013 text is mapped to the Outlook 2013 certification exam objectives and is designed to re-enforce workforce skills. With this book students learn to format message content by using character and paragraph formatting, use graphic elements such as charts and tables, and create contact records, tasks, and appointments from incoming messages. They create contact groups, schedule meetings, and share schedules to facilitate communication with other Outlook users and much more. Outlook 2013 certification can help students with classwork and differentiate job hunters in today's competitive job market.

Book Information

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Customer Reviews

If you're unsure about how Outlook 2013 works, get this book! It has great step-by-step instructions and you can teach it to yourself very easily. I had to have this book for an online class I took but anyone can really use this book.

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