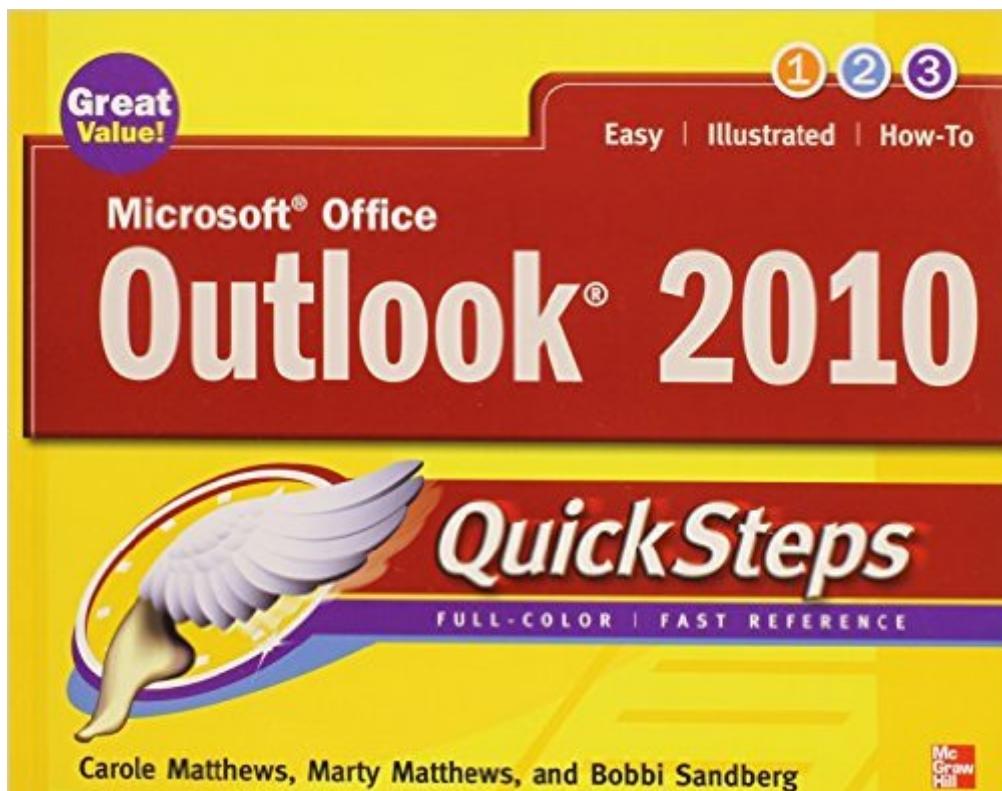


The book was found

# Microsoft Office Outlook 2010 QuickSteps



## **Synopsis**

Step-by-Step, Full-Color Graphics! Start using Outlook 2010 right away--the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful communications application. Follow along and quickly learn how to send, receive, and manage e-mail; enter contacts; schedule appointments; track tasks; keep a journal; use notes; manage files and folders; and set up instant messaging. Get up to speed on Outlook 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: 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**

Series: Quicksteps

Paperback: 256 pages

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Product Dimensions: 8 x 0.4 x 10 inches

Shipping Weight: 1.3 pounds (View shipping rates and policies)

Average Customer Review: 3.6 out of 5 starsÂ  See all reviewsÂ  (5 customer reviews)

Best Sellers Rank: #1,329,527 in Books (See Top 100 in Books) #66 inÂ  Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #127 inÂ  Books > Computers & Technology > Software > E-mail #143 inÂ  Books > Computers & Technology > Networking & Cloud Computing > Network Administration > Email Administration

## **Customer Reviews**

My mother bought this for me so I would know and understand the concept of Outlook 2010.

Learned a lot from this.

This is a great book. I would recommend this book to anyone who wants to know how to use Outlook.

Good Reference Material

## NICE REF BOOK

I have a single Outlook 2010 issue that a book of this nature should have addressed - this book covers basics as if a person had never dealt with Outlook before. I doubt there are many folks left in this category.

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