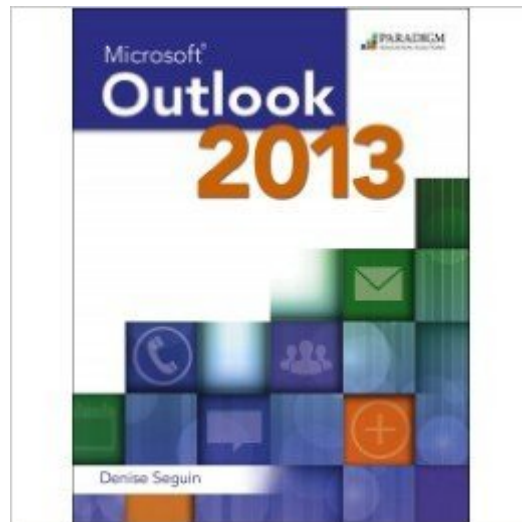


The book was found

Microsoft Outlook 2013



Synopsis

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* Outlook.com features illustrating differences between the desktop version of Outlook and the online version

Book Information

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Average Customer Review: 4.5 out of 5 stars [See all reviews](#) (4 customer reviews)

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Customer Reviews

If this is for personal use, rather than for a class, you might want to purchase MOS 2013 Study Guide for Microsoft Outlook (MOS Study Guide) [Paperback] by Joan Lambert for only \$14.63 instead.

School book. It worked well for what I needed it for.

As described. Good

Exc svc

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