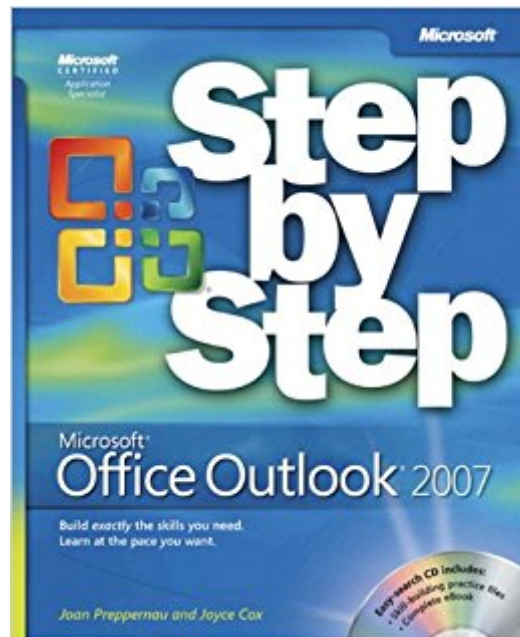




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Microsoft® Office Outlook® 2007 Step By Step



Synopsis

Experience learning made easyâ” and quickly teach yourself how to manage your communications with Outlook 2007. With Step By Step, you set the paceâ” building and practicing the skills you need, just when you need them! Send e-mail, schedule meetings, and organize tasks for easy follow-up Manage your inbox with rules, folders, and search filters Share your calendar with anyone via e-mail or on the Web Manage RSS feeds and newsgroupsâ” without leaving your inbox Learn ways to block spam and protect your sensitive messages Personalize the way Outlook 2007 looks and works Your all-in-one learning experience includes: Files for building skills and practicing the bookâ”s lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eReferenceâ” plus other resources on CD A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to booktech@oreilly.com.

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Customer Reviews

The Microsoft Step-by-Step series is just perfect for someone getting used to the Microsoft Office programs or as a reference for those already using them. Not as in-depth as the Microsoft Inside Out series, but most people don't need that level of detail. The Step-by-Step books are the ones I've always used.

I originally had a book that had all 9 of the Microsoft office 7 books within it and lost it some how! So I saw the books separately and decided to purchase them individually! It's costing me more money, but in the long run it will even out for me! Good arrival time and the cost of the book and cd was an extremely good deal!!

I recommend these Microsoft books for any one that is a beginner because it also gives pictures of what to do. Sometimes the visual learner needs this. Huge help

Has come in very handy to answer all types of questions.

perfect, let the learning begin

It was very helpful to me

Wife uses it a lot.

Thanks!!!

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