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# Microsoft Outlook 2010: Complete



## Synopsis

MICROSOFT OFFICE OUTLOOK 2010: Complete provides a project-based, step-by-step approach to successfully teach students Microsoft Outlook 2010 skills.

## Book Information

Paperback: 464 pages

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## Customer Reviews

All of the instruction manuals in the Shelly Cashman series are outstanding. The chapters include step-by-step instructions that are easy to follow and pictures of the screen that can be used to compare the picture to what is on your screen. I taught Word, Excel, and PowerPoint at the college level, and the Shelly Cashman books on Word, Excel, and Powerpoint were the text books that I used.

Anyone can learn how to use Outlook with this book, not just students but also in the workforce. Great illustrations, easy to understand, easy to follow. I would recommend this book to anyone, from a beginner to anyone wanting to sharpen their skills.

It has some good coverage on this software. Too much coverage on Tasks, Calendar, Contact, and all other non essential email. Yet on email function, e.g. how to enlarge the characters on the screen. Emphasis on the writing a draft. But if the draft is unfinished, the need to SAVE or find the "recovered" copy of the draft, if you stopped and go to internet to check on something. It is still necessary to go to google.com and search for items which cannot be found in this book.

Had problems accessing data files but other than that its very informative

Very easy to read directions, step by step illustrations, covers the basics without being redundant, and adds in some more advanced items without confusing a beginner.

Excellent price! Almost new condition.

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