



Microsoft Outlook 2010

By Randy Nordell

McGraw-Hill Education - Europe, United States, 2011. Spiral bound. Condition: New. New.. Language: English . Brand New Book. Randy Nordell Making Outlook 2010 Work for You A Comprehensive Look at Outlook With Microsoft Office 2010, Outlook has added valuable new features and has significant enhancements, including the addition of the ribbon format. This textbook, Making Outlook 2010 Work for You by Randy Nordell, provides a comprehensive solution for learning Outlook 2010. While starting with a foundation of E-mail, Calendar, Contacts, and Tasks in the first six chapters, the later half delves deeper into these essential topics to cover the advanced features available in Outlook. Making Outlook 2010 Work for You provides students and instructors with a blended approach of a step-by-step tutorial textbook and a reference text, thus allowing for continued learning both within the course and beyond! This textbook also correlates with SimNet Online, our online training and assessment program for Microsoft Office 2010.



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