



Microsoft Outlook 2013

By Denise Seguin

EMC Paradigm, US, United States, 2014. Paperback. Book Condition: New. 274 x 211 mm. Language: English . Brand New Book. 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 * features illustrating differences between the desktop version of Outlook and the online version.



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