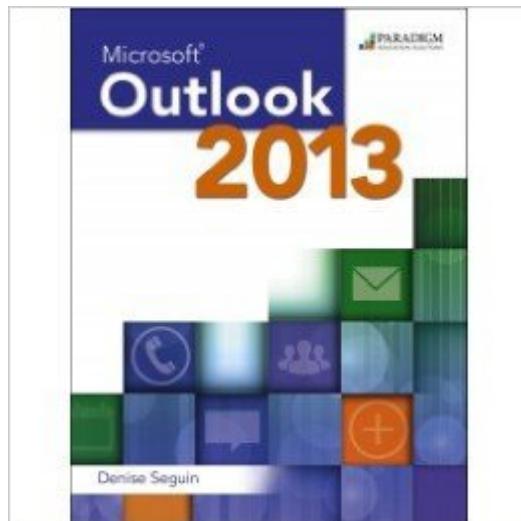


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# Microsoft Outlook 2013



## **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**

Paperback: 240 pages

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Product Dimensions: 8.8 x 1.3 x 11 inches

Shipping Weight: 1.2 pounds

Average Customer Review: 4.5 out of 5 starsÂ See all reviewsÂ (4 customer reviews)

Best Sellers Rank: #694,999 in Books (See Top 100 in Books) #38 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #72 inÂ Books > Computers & Technology > Networking & Cloud Computing > Network Administration > Email Administration

## **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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