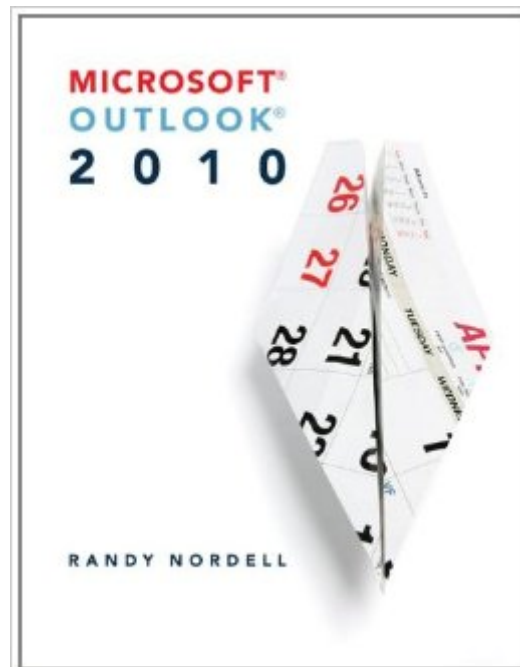


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# Microsoft Outlook 2010



## Synopsis

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.

## Book Information

Spiral-bound: 448 pages

Publisher: McGraw-Hill Education; 1 edition (January 7, 2011)

Language: English

ISBN-10: 0073519286

ISBN-13: 978-0073519289

Product Dimensions: 8.8 x 1 x 10.7 inches

Shipping Weight: 2 pounds (View shipping rates and policies)

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## Customer Reviews

I use this book in my class that I teach. I only teach 9 out of the 12 chapters because the detail is so deep that some items simply don't need to be taught in an introductory course. Pretty much anything you want to know about Outlook is in this book from the user perspective. Does not cover Admin issues.

I used this book for one of my business class. The exercises were very handy and informative. It chapter was short yet very informative and super easy to follow. Now I use outlook at home instead

of sticky notes and opening 2-3 different emails. It can all be merged into one place and more.

This answers all the questions that I have had so far about Outlook. A very expensive book just for the Outlook portion. At one time, when a new software came out, the answer to all questions was "Read the ^\*\$# manual. Now it seems that we must buy many manuals separately--one for Outlook 2010, one for Word 2010, etc.. Us poor souls jumping from 2003 to 2010 must search out so many manuals due to the Microsoft philosophy of making things more and more complex, moving them about and hiding them, and focusing their products on people using corporation networks or playing games. This book, in conjunction with the Word 2010 book I purchased, was very helpful for those of us lost in the vast maze of confusion that Microsoft products have become.

School wanted an Armand a leg for this book. I got lucky and bought it "used" on here for about \$30. There were minor defects on the cover, but I'm reading the inside anyhow. Book is very detailed and easy to understand. Lots of pictures of screenshots so that helps too.

My son did well this term at college, so the book must have done something. I had no first hand experience with it. I had it shipped to him, and that worked just fine.

Purchased to self-teach new features to use at home and work. Very easy to follow, logically organized, great step-by-step instructions with visuals.

So far so good. I have just started working with my textbook this semester and hopefully everything will work out fine.

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