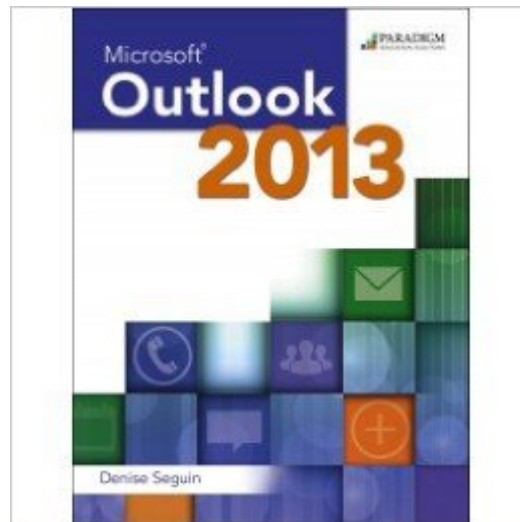


The book was found

# 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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ISBN-13: 978-0763852436

Product Dimensions: 8.8 x 1.3 x 11 inches

Shipping Weight: 1.2 pounds

Average Customer Review: 4.5 out of 5 stars Â Â See all reviews Â (4 customer reviews)

Best Sellers Rank: #694,999 in Books (See Top 100 in Books) #38 in Â Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #72 in Â 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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