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By -

O'Reilly Media, Inc, USA, United States, 2005. Mixed media product. Book Condition: New. 252 x 202 mm. Language: English . Brand New Book. Outlook 2003, the latest personal information program from Microsoft Office, provides an integrated solution for managing email messages, schedules, tasks, notes, contacts, and other information. Thanks to a number of valuable upgrades, Outlook 2003 is better equipped than ever. Now you can improve the way you manage information, communicate with others, and organize your work--all from one place. To make absolutely certain that you know when and how to implement all of these powerful new features, O'Reilly has put together the Outlook 2003 Personal Trainer. This fully illustrated book takes a modular approach to learning, allowing you to start with the fundamentals and then work your way up to advance topics--at your own pace. Designed to get both beginners and experts into tip-top shape, this handy reference is written in a non-technical style that you're bound to find engaging and informative. In addition to many other fundamentals, Outlook 2003 Personal Trainer discusses how you can use the following program elements to your best possible advantage: Email; Address Book; Contacts List; Calendar; Task List; Journal...



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