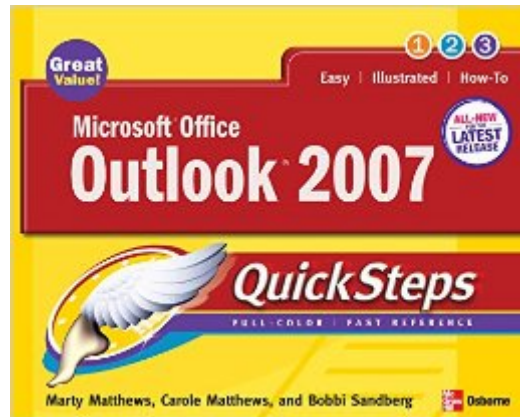


The book was found

# Microsoft Office Outlook 2007 QuickSteps



## Synopsis

Step-by-Step, Full-Color Graphics! Get started using Outlook 2007 right away--the QuickSteps way. Color screenshots and clear instructions show you how to use all the new and improved features. Follow along and learn to work with the new Office interface and ribbon; send, receive, and manage e-mail; enter contact information; schedule appointments; set up tasks; and use the Journal. You'll also find out how to manage files and folders, secure your e-mail, and block junk mail and spam. Plus, you can flip straight to the information you need easily using the color-coded tabs. Get the book that gets you started using Outlook 2007 in no time. In each chapter: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

## Book Information

File Size: 19376 KB

Print Length: 240 pages

Publisher: McGraw-Hill Education; 1 edition (February 14, 2007)

Publication Date: February 14, 2007

Sold by: Amazon Digital Services LLC

Language: English

ASIN: B00UYBRWSI

Text-to-Speech: Not enabled

X-Ray: Not Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #1,576,469 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #131

in Kindle Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #241 in Kindle Books > Computers & Technology > Software > E-mail #318 in Kindle Books > Computers & Technology > Networking & Cloud Computing > Network Administration > Email Administration

## Customer Reviews

I purchased this book in September '10 and it came quickly through the mail. This book is very informative and very visual. It outlines all features in such a precise manner. I am very happy with this book and highly recommend this book. I am, also, ordering my 3rd book since my students love the book as well.

I teach Outlook at the local community college near my home in Dallas, Texas. I use this book to teach the class. My students love all the pictures, and the book is easy for them to follow along with. I, as a teacher, can skip around too, which makes my life easier! Some books must be read from start to finish; this book can be used that way, or, it can be used as a reference book and read in any order you like.

Very well written and informative but a little of it was hard to follow for me, but I'm a little tech challenged.

[Download to continue reading...](#)

Microsoft Office Outlook 2007 QuickSteps Microsoft Office Outlook 2010 QuickSteps Microsoft Office PowerPoint 2007: Introductory Concepts and Techniques (Available Titles Skills Assessment Manager (SAM) - Office 2007) Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten Business Software - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized (Business Skills) Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized: Using Microsoft(r) Outlook(r) to Get Organized and Stay Organized (Bpg-Other) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Outlook Shortcut - A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Microsoft Outlook 2007 Bible Microsoft Outlook 2007 Programming: Jumpstart for Power Users and Administrators Managing Contacts with Microsoft Outlook 2007: Business Contact Manager Microsoft Office 2016: A Beginner's Guide to Microsoft Office New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Introductory, Loose-leaf Version Work Smarter Tips for Microsoft Office Outlook 2013

[Dmca](#)