



Manage Your Life with Outlook For Dummies

By Greg Harvey

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Manage Your Life with Outlook For Dummies, Greg Harvey, * An all-new guide that unlocks the secrets of greater Office 2007 productivity-a must-have for power users and everyone who would like to work more efficiently* Offers scores of tips, tricks, and techniques to boost productivity with the programs people use every day-Word, Outlook, Excel, and PowerPoint* Topics covered include dealing effectively with e-mail, effectively managing files, using and creating templates, reusing and remixing content, sharing and reviewing content, and efficiently managing time and scheduling* The CD-ROM and companion Web site offer podcasts of key productivity tips from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.



READ ONLINE
[3.75 MB]

Reviews

This book is great. it absolutely was writtern really perfectly and beneficial. You may like how the blogger compose this book.

-- **Pink Haley**

If you need to adding benefit, a must buy book. It can be writter in straightforward words and phrases and never difficult to understand. I realized this ebook from my dad and i advised this ebook to learn.

-- **Zula Hayes**