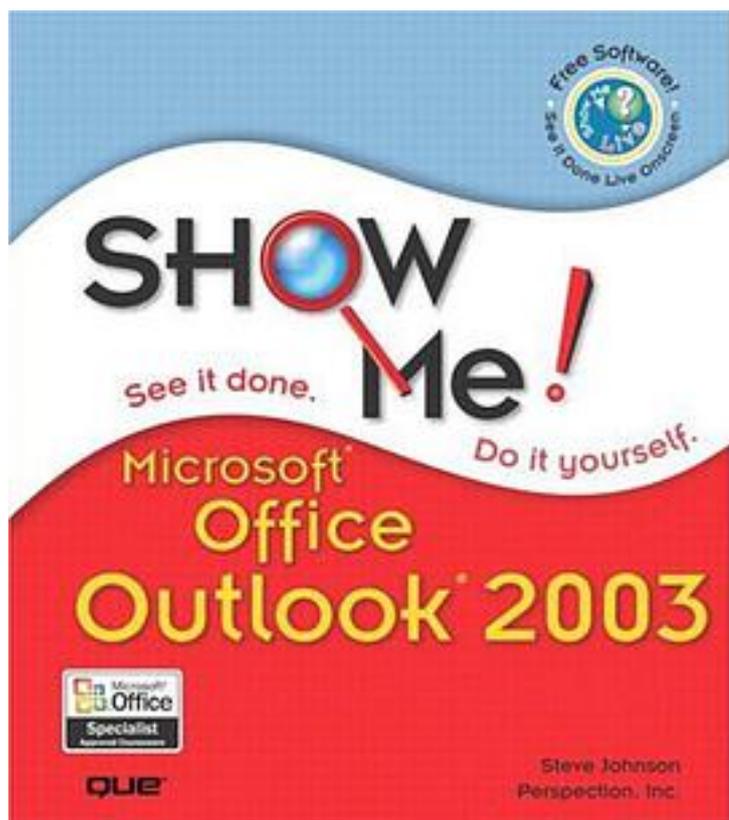


Show Me Microsoft Office Outlook 2003



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出版者:Que

出版时间:2003-9-29

装帧:Pap

isbn:9780789730084

Microsoft Office Outlook 2003 provides powerful new tools with which to get connected, manage information, and communicate with others. It is the most-changed application in this revision of the Office products, including an entirely new interface as well as improvements in junk mail blocking and security. Outlook 2003 takes advantage of the latest technologies such as XML and Microsoft SharePoint to extend desktop communication and meeting workspace collaboration over an

intranet or the Internet. With these significant changes to both the look and functionality of the program, readers will benefit from the visual format of the Show Me series. All the most important tasks are covered, making this book ideal for new users as well as those upgrading from a previous version. Other features of the book include a "Troubleshooting Guide" to help solve common problems, a "Project Guide" with a listing of real-world projects by feature, and a "MOS Exam Guide" with a complete listing of MOS objectives and page numbers to locate tasks related to those objectives within the text. No other visual series includes this valuable feature.

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