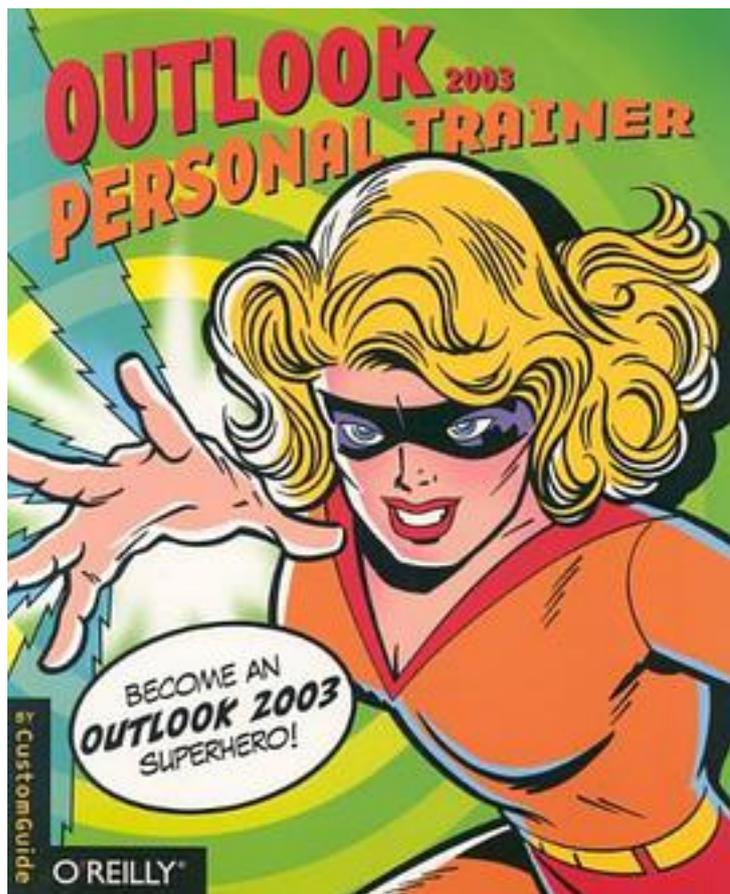# Outlook 2003 Personal Trainer

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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 The book also includes sections on advanced email features, organizing and finding information, collaborating with other users, and retrieving archived items. Every chapter includes detailed diagrams and a review at the end to help you absorb and retain all you have learned. The companion CD tutorial guides you through each lesson interactively. Part of O'Reilly's new Personal Trainer Series, this book is based on content from CustomGuide (WWW .customguide.com), a leading provider of computer training materials. Founded by instructors who grew dissatisfied with the industry's dry course materials, CustomGuide offers courseware (for instructors and students), quick references, to software bulletins and e-learning courses that are fun, flexible, and easy to use.

作者介绍:

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