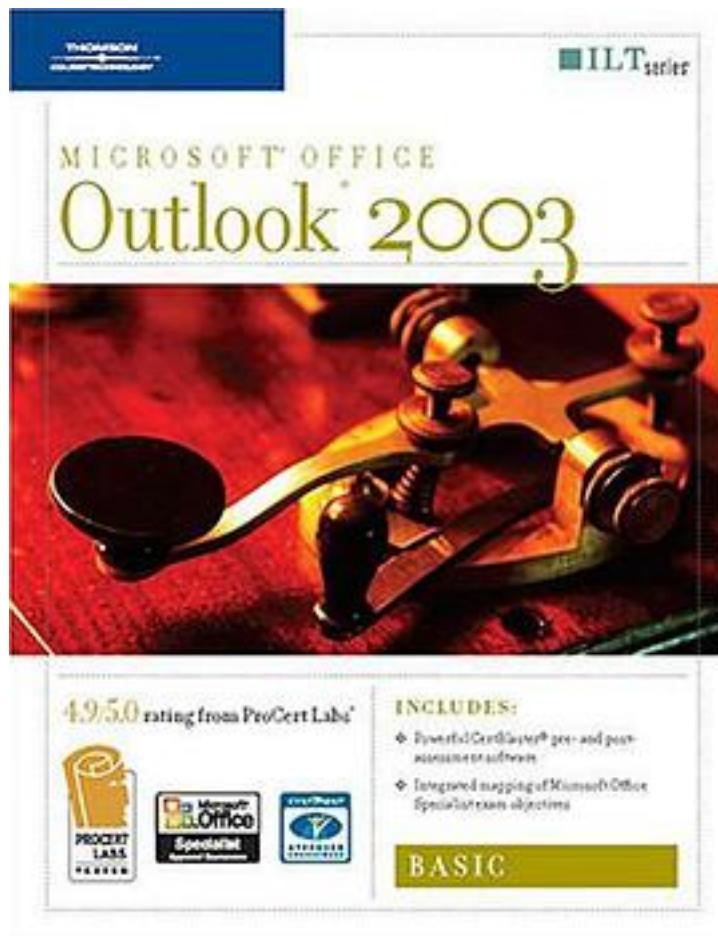


Outlook 2003



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著者:Axzo Press

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This ILT series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Outlook 2003. Students will learn how to configure an e-mail account, read, create, and send messages, and work with file attachments. They'll also

learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts and tasks, use the Calendar, and manage their Outlook folders. This course is approved courseware for Microsoft Office Specialist certification. Comes with CertBlaster exam prep software.

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