

<<Microsoft Office Out>>

图书基本信息

书名：<<Microsoft Office Outlook 2007 揭秘>>

13位ISBN编号：9780735623286

10位ISBN编号：0735623287

出版时间：2007-2

出版时间：Microsoft Pr

作者：Boyce, Jim/ Sheresh, Beth/ Sheresh, Doug

页数：1075

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内容概要

Learn everything you need to know for working with Microsoft Office Outlook 2007 from the inside out! This book packs hundreds of time-saving solutions, troubleshooting tips, and workarounds for using Office Outlook 2007 all in concise, fast-answer format. Whether you are upgrading from Office 97 or Office 2003, you'll be able to dig in to the work-ready resources that help you take your Outlook 2007 experience to the next level. This information-packed complete reference lets you discover what's new and shows you how to get the most out of Outlook 2007. Learn how to manage your time and tasks, schedule meetings and appointments, sort and filter contact data, set security options to help guard against viruses, and more.

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