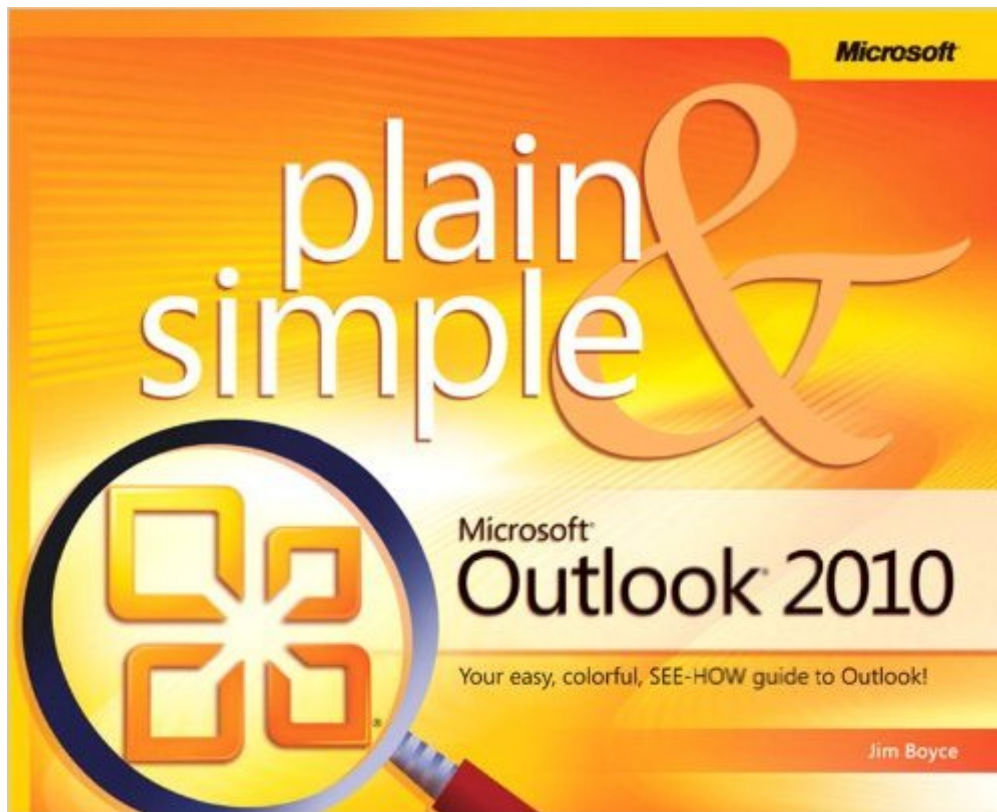


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# Microsoft Outlook 2010 Plain & Simple



## Synopsis

Get the guide that makes learning Microsoft Outlook 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to manage your email and schedule appointments, using easy-to-follow steps and concise, straightforward language. You'll learn how to stay productive and in touch with all of your personal and business networks. Here's **WHAT** you'll learn: Send and receive messages, files, and photos Set up e-mail filters to weed out the junk Manage your contacts and stay in touch Keep track of your calendar and manage your tasks Read RSS feeds right from your inbox Jot down e-notes and keep a journal Here's **HOW** you'll learn it: Jump in whenever you need answers Easy-to-follow **STEPS** and **SCREENSHOTS** show exactly what to do Handy **TIPS** teach new techniques and shortcuts Quick **TRY THIS!** exercises help apply what you learn right away

## Book Information

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## Customer Reviews

I'm not a computer guru by any means. When asked to write a training program on Outlook 2010 I needed something FAST that could provide basic information to assist me. I could have turned to Microsoft tutorials, which I did use for reference, but I needed something less detailed that still provided step-by-step processes that I could understand and pass along to others who were using Outlook 2010. "Outlook 2010 Plain & Simple" provided all I was looking for. I was able to deliver a pretty basic class, with some extra functions and enhancements thrown in for good measure. I used the book to find answers to questions as they came up in class. By all accounts, the trainees were

on the road to using 2010 in a timely manner and with less difficulty had they only followed Microsoft tutorials or used other books. Frankly, I chose "Outlook 2010 Plain & Simple" because it isn't a massive volume and was written in a way I could understand. If you're looking for a more technical, detailed book, you might want to choose something else. Why only 4 stars? It suit my purpose; it may miss the mark for others. All depends on what you're looking for.

I had Office 2003 on my home PC, but it's extremely outdated. I didn't need all the features of the newest version of Office, nor did I have a desire to pay Microsoft a yearly subscription fee, so I purchased this book after upgrading from Office 2003 to Office 2010. It's a great guide, easy to understand, and more than covers all the features for my needs.

When I could not understand all the workings on Outlook 2010, I decided to purchase this book to see if it was as good as it looked like it might be. Sure enough, Every since I received it on Nov. 2, 2010, I am amazed as to how simple it explains many things. I guess you could say, I have really enjoyed using it. If you know nothing about the workings of Outlook 2010, I heartedly recommend you purchase it. Besides that, it is very reasonable in price.

Still having trouble navigating after using 2003 so long. What is the reason behind changing how files are handled??? When I save a file it goes to more than one place and when I try to clean up my files deleting it in one place also deletes it in others!

I am a heavy user of Outlook 2010, and sometimes my questions are a little more complex than this book offers. It is probably fine if you just manage your own calendar, I have found answers to my questions about my own outlook questions, but I manage multiple calendars and room resources, so my issues usually are not as straightforward if I were a "regular" user. They need one of these for the Executive Assistant.

This is exactly the set up I needed to find out all those extra things that are hidden in the normal routine. It gives great examples easy to understand like a step by step - show you exactly where to look, and then see without getting frustrated to find things. It's just great.

I have purchased "Plain and Simple" products before. However, the printing and graphics are smaller in this one. The quality of the printed word and paper aren't as good as my 2003 Edition.

That being said I will get out the magnifying glass.

Very good book covers the most important things you need to use Outlook 2010 in a fast paced office environment. Many books beat around the bush this one is really plain and simple.

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