



Microsoft Outlook 2002: Essential Concepts and Techniques (Shelly Cashman)

Gary B. Shelly, Thomas J. Cashman, Jeffrey J. Webb

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Part of the highly successful Shelly Cashman Series, this text offers a clear, step-by-step, screen-by-screen approach to learning the basic skills of Microsoft Outlook 2002. One project demonstrates how to create calendars, schedule appointments, set up address books, and send e-mail.

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