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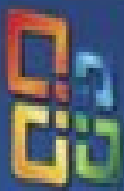
# Step by Step



Microsoft®  
Office Outlook® 2007

Build exactly the skills you need.  
Learn at the pace you want.

Joan Preppernau and Joyce Cox



Microsoft  
Office

Outlook 2007

Step  
by  
Step

Preppernau  
Cox



MICROSOFT® OFFICE  
OUTLOOK® 2007

Take Back Your Life!

MICHEL  
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Microsoft  
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# Resumo de Microsoft Time Management Toolkit: Microsoft Office Outlook 2007 Step-By-Step/Take Back Your Life!

Learn how to take control of your inbox and your time. Now you can get two popular books on Office Outlook 2007 filled with essential, easy-to-follow guidance for improving your time-management skills and productivity in one value-packed toolkit.

Begin by building and practicing the skills you need with Microsoft Office Outlook 2007 Step by Step. This tutorial teaches you how to send e-mail, schedule meetings, organize tasks, and manage your communications one step at a time.

You'll work at your own pace through easy-to-follow lessons and hands-on practice files. Take Back Your Life!: Using Microsoft Office Outlook 2007 to Get Organized and Stay Organized takes you to the next level by sharing proven time-management techniques to help restore your work-life balance.

Learn how to take control of the unrelenting e-mail and conflicting commitments and rebalance your home and work priorities using Office Outlook 2007. This toolkit also includes a quick reference poster for managing workflow from McGhee Productivity Solutions, and a companion CD with practice files, templates, and other resources.

For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook."

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