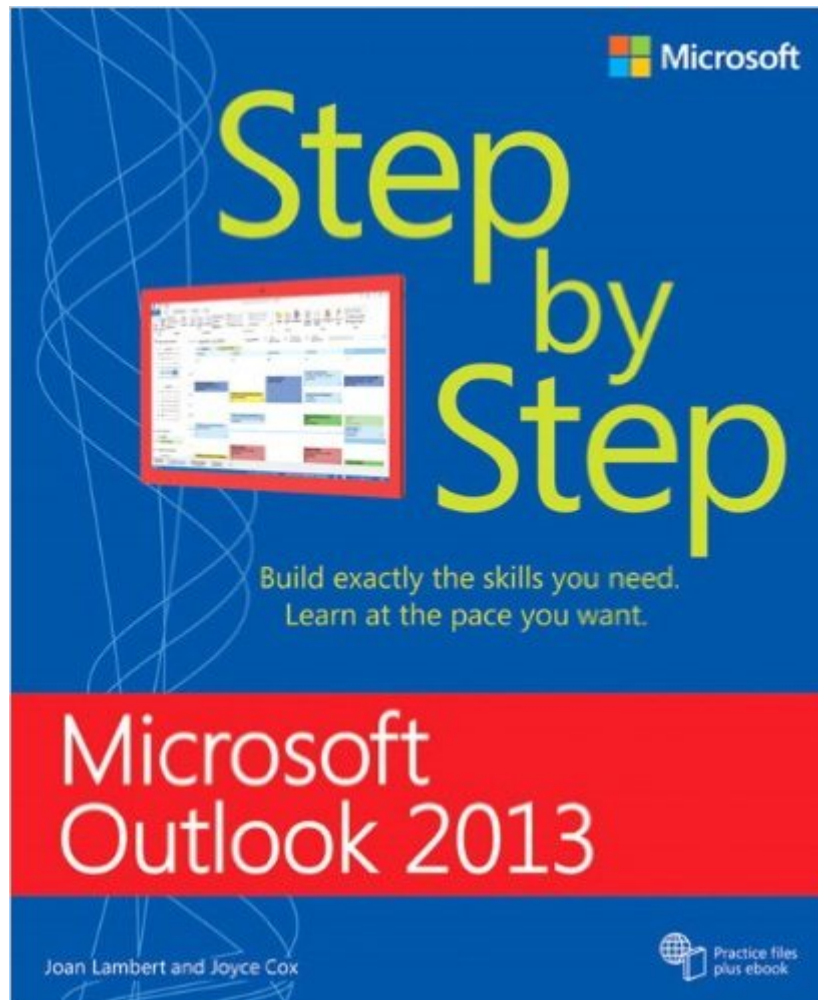


The book was found

Microsoft Outlook 2013 Step By Step



Synopsis

Experience learning made easyâ” and quickly teach yourself how to stay organized and stay connected using Outlook 2013. With Step by Step, you set the paceâ” building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook.

Set up your email and social media accounts
Send, search, filter, and organize messages
Manage one or more calendars, and share your schedule
Help protect your inbox and outbox
Create and track tasks, to-do lists, and appointments

Book Information

Series: Step by Step

Paperback: 576 pages

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Average Customer Review: 3.8 out of 5 starsÂ” See all reviewsÂ” (19 customer reviews)

Best Sellers Rank: #420,035 in Books (See Top 100 in Books) #20 inÂ” Books > Computers & Technology > Software > Microsoft > Microsoft Outlook #35 inÂ” Books > Computers & Technology > Software > E-mail #185 inÂ” Books > Computers & Technology > Software > Suites

Customer Reviews

I learn by visual applications and this book is first rate. I've tried reading the "dummy" books, but they just say the same thing over and over; and, no colorful pictures. This book is a great deal.

I rate how-to books on how effective and thorough they are in assisting me in using the product that they describe. I found this book was useful in enabling me to get up and running with Office 2013.

Book is great for beginners, but does not cover the real meat that is needed by advance users. I was look for more tricks and trouble shooting ideas.

Great book - really detailed and easy to follow. There's a lot to Outlook 2013 but I can jump in at just about any chapter and learn something which is how I do things - chunk it down into easy to retain

pieces. There are several books that cover the subject but after reading through a variety of reviews I decided on this one and am more than happy with it.

Step by step has been very help full to me. Easy to read and to use . It is a good book to have around to read and to learn from

This book meant for someone who is going to spend a lot of time going through essentially a course in using Outlook 2013. You read, make practice examples, and continue on. The later text refers to the examples that you made in previous pages. It is not good for a reference. If I had known how it was organized, I definitely would not have purchased it. I has been of no use to me at all.

I haven't read the book yet, purchased the kindle version for an online college class only to find out on the first day of class that there are no page numbers in the kindle edition and the assignments are given by page number. There are no titles to the different sections of assignments so I have no idea which sections to do so i had to purchase the physical book so I will know which assignments are due.

I recently purchased a new laptop with email available through Outlook 2013. I purchased the book because I was new to Outlook, I could not follow the instructions in this book because the illustrations and instructions did not match my version of Outlook 2013. I returned the book.

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