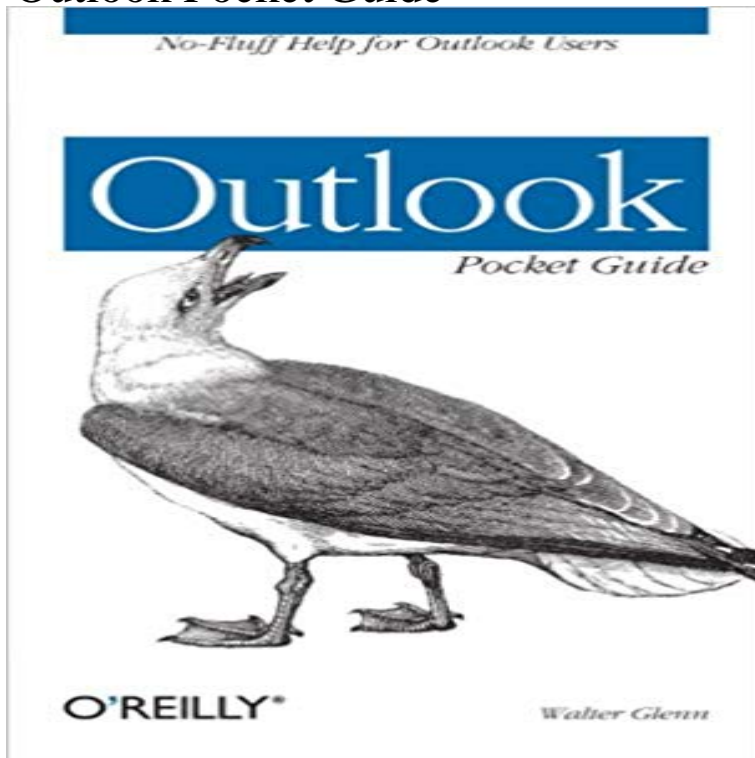


Outlook Pocket Guide



Any Outlook power user knows that Microsoft Outlook is more than just an email program: its a suite of organizational tools that can help you manage your schedule, contacts, and deadlines with remarkable efficiency. Outlook contains such a wealth of features that even the most experienced users find that there is always something new that they can master. Whether you are a power user, help desk staff, or just someone who wants to harness the full strength of this program, you'll find that the Outlook Pocket Guide significantly decreases the amount of time you spend trying to figure out tricky questions. It provides just what you need, when you need it, right at your fingertips. Packed with information, this compact guide is a highly utilitarian tool that covers Microsoft Outlook's keyboard shortcuts, user interface, commands, and tasks. This little book is easy to use anywhere-its the perfect quick reference for a veteran Outlook user who doesn't need a thousand-page tutorial. The Outlook Pocket Guide covers the latest version of Microsoft Outlook and includes: A brief explanation of how Outlook works behind the scenes An extensive guide section for common tasks as well as little-known solutions Reference tables for keyboard shortcuts, regular expressions, and common file locations O'Reilly's Pocket Guides are a favorite resource for people who want to get the most out of their applications. Packed with important details in a concise, well-organized format, these handy books deliver just what you need to grow in knowledge and proficiency without having to lug around a heavy reference volume. If you're an Outlook power user, or hope to be one, the Outlook Pocket Guide is a book you'll want nearby.

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