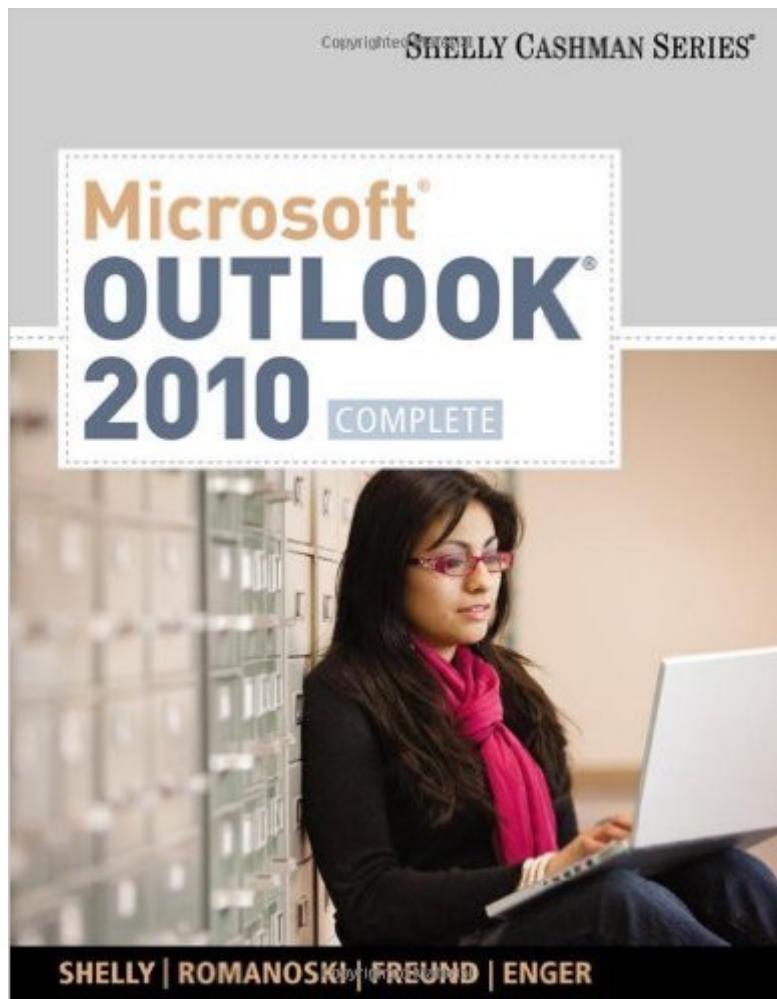# Microsoft Outlook 2010: Complete

Synopsis

MICROSOFT OFFICE OUTLOOK 2010: Complete provides a project-based, step-by-step approach to successfully teach students Microsoft Outlook 2010 skills.

Book Information

Paperback: 464 pages

Publisher: Cengage Learning; 1st edition (December 3, 2010)

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Average Customer Review: 4.4 out of 5 starsÂ Â See all reviewsÂ (12 customer reviews)

Best Sellers Rank: #377,251 in Books (See Top 100 in Books)   #17 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Outlook   #31 inÂ Books > Computers & Technology > Software > E-mail   #4908 inÂ Books > Textbooks > Computer Science

Customer Reviews

All of the instruction manuals in the Shelly Cashman series are outstanding. The chapters include step-by-step instructions that are easy to follow and pictures of the screen that can be used to compare the picture to what is on your screen. I taught Word, Excel, and PowerPoint at the college level, and the Shelly Cashman books on Word, Excel, and Powerpoint were the text books that I used.

Anyone can learn how to use OutLook with this book, not just students but also in the workforce. Great illistrations, easy to understand, easy to follow. I would recommend this book to anyone, from a beginner to anyone wanting to sharpen their skills.

It has some good coverage on this software. Too much coverage on Tasks, Calendar, Contact, and all other non essential email. Yet on email function, e.g. how to enlarge the characters on the screen. Emphasis on the writing a draft. But if the draft is unfinished, the need to SAVE or find the "recovered" copy of the draft, if you stopped and go to internet to check on something.It is still necessary to go to google.com and search for items which cannot be found in this book.

Had problems accessing data files but other than that its very informative

Very easy to read directions, step by step illustrations, covers the basics without being redundent, and adds in some more advanced items without confusing a beginner.

Excellent price! Almost new condition.

Zeitmanagement mit Microsoft Office Outlook, 8. Auflage (einschl. Outlook 2010): Die Zeit im Griff mit der meistgenutzten BÃ rosoftware - Strategien, Tipps ... (Versionen 2003 - 2010) (German Edition) Take Back Your Life!: Using Microsoft Outlook to Get Organized and Stay Organized: Using Microsoft(r) Outlook(r) to Get Organized and Stay Organized (Bpg-Other) 10 Tips in 10 Minutes using Microsoft Outlook 2010 (Tips in Minutes using Windows 7 & Office 2010 Book 6) Microsoft Surface Pro 4 & Microsoft Surface Book: The Beginner's Guide to Microsoft Edge, Cortana & Mail App on Microsoft Surface Pro 4 & Microsoft Surface Book Microsoft Outlook Shortcut - A Rapid Reference: Over 345 Rarely Known and Used Outlook Shortcuts Microsoft Outlook 2010: Complete Bundle: New Perspectives on Microsoft Project 2010: Introductory + Microsoft Project 2010 60 Day Trial CD-ROM for Shelly/Rosenblatt's Systems Analysis and Design Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Inside Out Microsoft Outlook 2010 Plain & Simple Microsoft Office Outlook 2010 QuickSteps FastCourse Microsoft Outlook 2010 (Fastcourse series) Microsoft Outlook 2010 Quick Start Reference Card, 6-page Tri-fold Tips & Tricks Shortcut Training & Microsoft Word 2010: Comprehensive (SAM 2010 Compatible Products) New Perspectives on Microsoft Office 2010, Second Course (SAM 2010 Compatible Products) Microsoft Access 2010: Comprehensive (SAM 2010 Compatible Products) Microsoft Excel 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Available Titles Skills Assessment Manager (SAM) - Office 2010) Microsoft Office 2010: Introductory (Shelly Cashman Series Office 2010) Outlook 2010 For Dummies