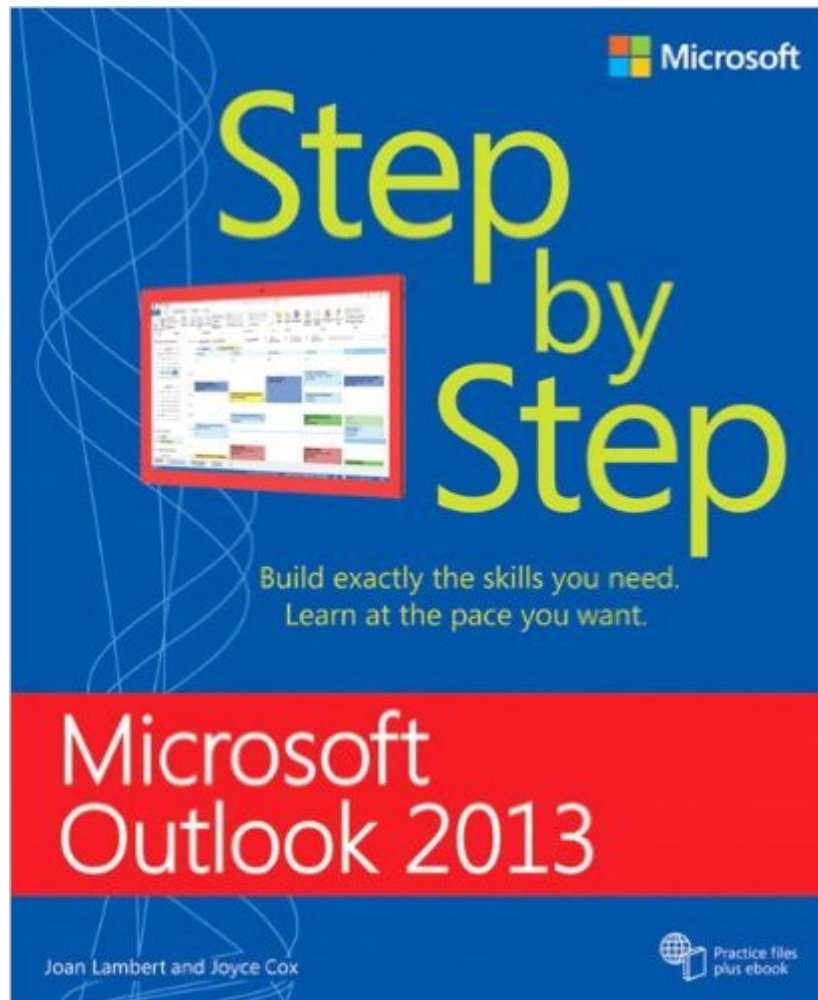# Microsoft Outlook 2013 Step By Step

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 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

Publisher: Microsoft Press; 1 edition (March 25, 2013)

Language: English

ISBN-10: 0735669090

ISBN-13: 978-0735669093

Product Dimensions: 7.3 x 1.4 x 8.9 inches

Shipping Weight: 2.4 pounds (View shipping rates and policies)

Average Customer Review: 3.8 out of 5 starsÂ Â 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.

Download to continue reading...

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) GO! with Microsoft Outlook 2013 Getting Started (GO! for Office 2013) Microsoft Outlook 2013 Step by Step 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 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) Microsoft Access 2013, Fast and Easy: A Beginners Tutorial for Microsoft Access 2013 (Get It Done FAST Book 14) Enhanced Microsoft Excel 2013: Illustrated Complete (Microsoft Office 2013 Enhanced Editions) New Perspectives on Microsoft Office 2013 First Course, Enhanced Edition (Microsoft Office 2013 Enhanced Editions) Microsoft Outlook 2013 Inside Out 77-423 Microsoft Outlook 2013 Work

Smarter Tips for Microsoft Office Outlook 2013 Microsoft Outlook 2013 Plain & Simple Microsoft Outlook 2013 Training & Quick Tips, Tricks & Shortcuts - 6 Page Tri-Fold (Software Quick Reference Cards) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2016 Step by Step Exploring Microsoft Access 2013, Comprehensive (Exploring for Office 2013) SAM 2013 Assessment, Training and Projects with MindTap Reader for Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach Printed Access Card Exploring: Microsoft Excel 2013, Comprehensive Â & MyITLab with Pearson eText -- Access Card -- for Exploring with Office 2013 Package Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013)

[Dmca](#)