

Outlook 2007 (Laminated Reference Guide; Quick Study Computer)

John Hales

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Part of the Microsoft Office 2007 series.

Used for sending and receiving email, managing contacts and keeping schedules.

6-page laminated guide includes detailed information on:

- navigation pane
- new features in Outlook 2007
- icons used throughout Outlook
- new user interface
- the ribbon
- galleries
- live preview
- quick access toolbar
- dialog boxes & dialog box launchers
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